

**MELROSE CITY COUNCIL  
REGULAR MEETING  
THURSDAY, APRIL 15, 2010 – 6:00 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
  - a. Approval of Minutes
  - b. Approval of Bills/Purchase Orders
  - c. Approval of Investments
  - d. Ambulance Bad Debt Accounts
  - e. Fire Department Bad Debt Accounts
  - f. Payroll Reports
  - g. Gambling Resolutions:
    - 1) Resolution No. 10-15 – St. Mary’s
    - 2) Resolution No. 10-16 – St. Mary’s
  - h. Donation Resolutions:
    - 1) Resolution No.10-17 – Melrose Lions – Chamber Beautification Project
    - 2) Resolution No.10-18 – American Legion Post 101 – Working Together For a Cure
    - 3) Resolution No. 10-19 – Frances Monroe – Tri-Cap Bus Service
4. Reports
  - a. Bonestroo
  - b. Police Department Monthly
  - c. City Attorney Report
  - d. Planning and Zoning Commission Report
5. Action Items
  - a. Variance Request for Setback Encroachment: Applewood Homes, LLC – R-2, Moderate Density Residential
  - b. Resolution 10-20, Resolution Designating Fund Balances
  - c. Ordinance No. 4-15-2010-1, An Ordinance Amending Melrose City Code Section 30.15 Regulating the Meetings and Procedures of City Council Meetings
  - d. Ordinance No. 4-15-2010-2, An Ordinance Amending Melrose City Code Chapter 116: Taxicab Vehicles and Drivers
  - e. Resolution No. 10-21, Resolution Renaming of the Melrose Jaycee Park to the Melrose Lions & Jaycee Community Park
  - f. City of Melrose Capital Assets Policy

- g. Municipal Interconnection & Interchange Agreement/Certificate of Concurrence
  - h. Quote for Overlaying of 500' of Kraft Drive
  - i. Performance Evaluation Forms
  - j. Police Vehicle Equipment
  - k. Melrose Area Historical Society – Museum Roof Repair
  - l. Ambulance Member Resignation – Beth Nelson
  - m. Commendation Resolution:
    - 1) Resolution No. 10-22 – Beth Nelson
6. Old Business
- a. Bueckers City Sanitation Contract Extension Request
  - b. Planning Documentation Update – Responses to RFP
  - c. Staffing Study Update
  - d. Quitclaim Deed – Portion of Trunk Highway No. 392 Renumbered 94 to the City of Melrose
7. New Business
- a. Schedule Special Meeting
  - b. Animal Licenses
  - c. Sauk River Watershed District Board Opening
  - d. East City Limits Water/Wastewater Utility Extension
8. Informational Items
- a. Schools and Conferences
  - b. Purchases
  - c. Stearns County Assessors to Review Property Valuation and Classification
  - d. Public Utilities Commission Meeting Minutes
  - e. Installation of Playground Equipment at the Melrose Lions and Jaycee Park
  - f. Building Permit Summary Log – First Quarter 2010
9. Adjournment

**MELROSE CITY COUNCIL  
REGULAR MEETING  
THURSDAY, APRIL 15, 2010 – 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, April 15, 2010 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Jenny Mayers, Tom Budde, Joe Finken, Mayor Eric Seanger, Assistant City Administrator/Treasurer Karen Thostenson, and City Clerk Patti Haase. Council Member Tony Klasen was absent. Mayor Seanger presided thereat.

The Council then recited the Pledge of Allegiance.

Also in attendance were students of the American Government class from the Melrose Area High School.

**A.I. #2 APPROVAL OF AGENDA**

A motion was made by Mr. Budde, seconded by Ms. Mayers and unanimously carried that the agenda be approved as submitted.

**A.I. #3 CONSENT AGENDA**

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

- a. the minutes from the Council's March 18 Regular Meeting. ([See attached minutes](#))
- b. list of bills in the amount of \$219,806.04. ([See attached list](#))
- c. list of investments for the month of March. ([See attached list](#))
- d. The following Ambulance accounts have been submitted to Revenue Recapture and are recommended to be charged off:

<u>Name</u>	<u>Amount</u>
Deanne Garlock	\$580.00
William Menard	\$138.00
Jeffrey Nathe	\$260.00
Jeanette Perez	\$910.00
Gary Dirkes	\$910.00
Gwendalyn Kirklen	\$612.00
Rickey Stenski	\$570.00
<b>TOTAL</b>	<b>\$3,980.00</b>

- e. The following Fire Department uncollectible accounts have been submitted to Revenue Recapture and are recommended to be charged off:

<u>Name</u>	<u>Amount</u>
Judy Adams	\$1,520.00
Dick Elfering	\$ 375.00
<b>TOTAL</b>	<b>\$1,895.00</b>

The City will be submitting the Ambulance and Fire & Rescue unpaid invoices to Revenue Recapture whenever possible rather than submitting them to the collection agency.

- f. Payroll Yearend 2009 and First Quarter 2010 Reports which include bi-weekly (employees), monthly (Ambulance Department), and quarterly (Council, Utilities Commission, and Police Reserves).
- g.
  - 1) [Resolution No. 10-15](#), Resolution Approving Gambling License to the Church of St. Mary's for an exemption from lawful gambling license to conduct a raffle on August 21, 2010 at the 200 Block on Main Street in Melrose Minnesota.
  - 2) [Resolution No. 10-16](#), Resolution Approving Gambling License to St. Mary's Church for an exemption from lawful gambling license to conduct a raffle on December 31, 2010 at St. Mary's Church.
- h.
  - 1) [Resolution No. 10-17](#) – donation of \$100 from the Melrose Lions for the Chamber's Beautification Project.
  - 2) [Resolution No. 10-18](#) – donation of \$250 from American Legion Post 101 towards Working to Find a Cure.
  - 3) [Resolution No. 10-19](#) – donation of \$100 from Frances Monroe towards the Tri-Cap bus service.

A motion was made by Mr. Finken, seconded by Mr. Budde and unanimously carried to approve the Consent Agenda as submitted.

#### **A.I. #4 REPORTS**

- a. Dale Swanson of Bonestroo addressed the Council announcing his retirement and introduced Stan Hanson. Mr. Hanson will be assigned to Melrose as the City's Consulting Engineer for Bonestroo. Mr. Swanson noted that Mr. Hanson is very familiar with Melrose as he has been instrumental in many of the City's projects over the past several years. Mr. Swanson also noted that, although his retirement is a year and a half out, he will be transitioning his duties to Mr. Hanson over the next several months. Mr. Hanson provided the Council with a brief history on some of the projects he has been involved with over the past several years and is looking forward to working with the City. The Council thanked Dale Swanson for all the expertise he has brought to the City over the past years and wished him all the best in his retirement. The Council welcomed Mr. Hanson and look forward to working with him on upcoming projects.
- b. Police Chief John Jensen presented the Police Department's March monthly report. There were a total of 205 calls in March compared to 209 in the prior year. There were 89 verbal warnings and 13 written warnings. Year to date, there have been 656 calls which is 32 calls less than at the same time last year.
- c. City Attorney Scott Dymoke presented his report on the project he has been working on for the City:
  - 1. Rose Park – Reviewed potential legal remedies available to the City for

collecting unpaid electric utility bills and service fees. Prepared and forwarded summary of available debt collection options.

- d. Planning and Development Director Gary Walz reported on the Planning and Zoning Commission's April 8 meeting. The main agenda items were a public hearing on a request for Variance from the rear yard setback requirement for a corner lot in the R-2, Moderate Density Residential District and a review of the responses to the Request for Proposals to update the City's planning documentation.

#### **A.I. #5 ACTION ITEMS**

- a. Director Walz noted that, at its April 8 meeting, the Planning and Zoning Commission, acting as the Board of Adjustments and Appeals, held a public hearing to consider the request of Applewood Homes, LLC, Albertville, Minnesota, for a Variance from Sections 400. District Lot Regulations and 401. Minimum Lot Requirements by District, which stipulates the prescribed minimum rear yard setback at 35 feet for the construction of a principal structure (single family residence) in the R-2, Moderate Density Residential District, to allow a maximum setback encroachment of 10 feet for part of the proposed residence. Due to the unique configuration and sloping topography of Lot 1, Block 1, Daylight Court, which is a corner lot, house design and placement are restricted resulting in the need for this request to accommodate part of the structure. Developer Don Anderson of Applewood Homes, LLC was in attendance at the hearing. One of the neighboring property owners who received Notice of the Public Hearing as an affected property owner submitted correspondence in support of the Variance. A second property owner who received the Letter to Affected Property Owners visited with City staff about the Variance and was agreeable with it.

Director Walz reported that the Commission took action, with one member being absent and another abstaining due to a conflict of interest, adopting the Findings of Fact subject to the noted conditions and recommending the Council, through its concurrence with the Findings of Fact and noted conditions, approve the Variance allowing the construction of a single-family residence consisting of a patio home and attached garage with an encroachment not to exceed 10 feet into the rear yard (west) setback.

Director Walz stated that he had also observed that on this unusually-shaped corner lot the preferred residential structure placement on the southern end, which requires the Variance approved by the Planning and Zoning Commission, would allow for a substantial-sized accessory building(s) to be located on the north end of the property. Since both the Developer and the prospective buyer have no plans for an accessory structure, staff recommends that the Council consider an additional condition to the Findings of Fact submitted by the Commission if it decides to approve the Variance request. That additional condition would require any permit requests for an accessory structure on this lot to be submitted to the Commission for review and approval before initiating construction.

Council Member Budde expressed concern over granting a Variance on a new development and questioned if this was an anomaly or if other lots in the development would also require setback variances. Mr. Walz did not believe that other platted lots in the development would have any difficulty meeting the setback requirements of Sections 400. District Lot Regulations and 401. Minimum Lot Requirements by District. Mr. Walz noted that the configuration and the sloping topography were unique only to this particular lot in the development.

After further discussion, a motion was made by Ms. Mayers, seconded by Mr. Finken approving the Variance to allow the construction of a single-family resident consisting of a patio home and attached garage with an encroachment not to exceed 10 feet into the yard (west) setback. A roll call vote was recorded as follows:

FOR: Council Members Mayers, Finken, Budde and Mayor Seanger  
AGAINST: None  
ABSENT: Council Member Klasen

A motion was made by Ms. Mayers and seconded by Mr. Finken adopting the Findings of Fact with conditions. A roll call vote was recorded as follows:

FOR: Council Members Mayers, Finken, Budde and Mayor Seanger  
AGAINST: None  
ABSENT: Council Member Klasen

[\(See attached Findings of Fact\)](#)

- b. The Assistant City Administrator/Treasurer presented Resolution No. 10-20, Resolution Designating Fund Balances. The City's Auditors recommend designating new funds and redesignating existing funds for specific purposes. The League of Minnesota Cities (LMC) and the Auditors recommend that this be done annually to protect funds that have been set aside for specific purposes.

Mr. Finken introduced Resolution No. 10-20, Resolution Designating Fund Balances. [\(See attached resolution\)](#) The motion was seconded by Mr. Budde with a roll call vote recorded as follows:

FOR: Council Members Finken, Budde, Mayers and Mayor Seanger  
AGAINST: None  
ABSENT: Council Member Klasen

- c. Mayor Seanger noted that it has been past practice to make the appointment of officers to boards, and commissions at the Council's first meeting in January. However, because Commission and Board members terms expire at the end of the calendar year, there exists a gap in seating on these boards. Therefore, City Attorney Dymoke recommended a revision to City Code Chapter 30.15, Meetings and Procedures to allow appointments to be made annually at such time as may be determined by the Council and that all appointees shall hold office until their successors are appointed and qualified.

Ms. Mayers then introduced Ordinance No. 4-15-2010-1, An Ordinance Amending Melrose City Code Section 30.15 Regulating the Meeting and Procedures and approved the codification of Melrose City Code, Chapter 30. ([See attached ordinance](#)) The motion was seconded by Mr. Budde with a roll call vote recorded as follows:

FOR: Council Members Mayers, Budde, Finken, and Mayor Seanger  
AGAINST: None  
ABSENT: Council Member Klasen

- d. Mayor Seanger then reported that Assistant City Administrator Thostenson has been contacted by Lee McGrath, Executive Director of the Minnesota Chapter of the Institute for Justice. Mr. McGrath and the Institute have, through litigation, established precedent that allows cities to repeal the public convenience and necessity test (PC&N) without subjecting the city to legal liabilities from existing licensees. Mr. McGrath defends the free market and has advocated on behalf of taxicab owners by removing an artificial government imposed cap on the number of taxis legally permitted to operate within city limits. According to Mr. McGrath, the City of Melrose is the only city in Minnesota whose ordinance has a cap on the number of taxicabs and requires a PC&N test for the licensing of taxis. Mr. McGrath has written requesting the City Council give consideration to repealing Chapter 116.08 of Melrose City Code. Such an action would repeal the cap and the PC&N test from the code.

Ms. Mayers then introduced Ordinance No. 4-15-2010-2, An Ordinance Amending City Code Chapter 116: Taxicab Vehicles and Drivers and approved the Codification of Melrose City Code, Chapter 116. ([See attached ordinance](#)) The motion was seconded by Mr. Budde with a roll call vote recorded as follows:

FOR: Council Members Mayers, Budde, Finken, and Mayor Seanger  
AGAINST: None  
ABSENT: Council Member Klasen

- e. Mayor Seanger noted that at the Council's January 7 meeting, the Melrose Lions had requested that consideration be given to renaming of the Melrose Jaycee Community Park. The Melrose Lions have made a commitment to donate over \$30,000 for playground equipment at the park north of the Hospital, currently called the Jaycee Park. Because of this significant donation and the Lions continued interest in providing park improvements in the City, and since there is no longer a Jaycee organization in the community, the Lions asked that the name be changed to include both organizations. It was suggested by members of the Melrose Lions that perhaps the park be renamed to the Melrose Lions & Jaycee Community Park. Since there currently is not an active Jaycee organization within the City of Melrose, Council Members had approved the concept of renaming of the Jaycee Park to Melrose Lions & Jaycee Community Park.

Mr. Finken introduced Resolution No. 10-021, Resolution Renaming of the Jaycee Community Park to the Melrose Lions & Jaycee Community Park. ([See attached resolution](#)) The motion was seconded by Mr. Budde with a roll call vote recorded as follows:

FOR: Council Members Finken, Budde, Mayers, and Mayor Seanger

AGAINST: None

ABSENT: Council Member Klasen

- f. Mayor Seanger next reported that staff has reviewed the City of Melrose Capital Asset Policy, which was adopted in 2003 as a GASB 34 requirement, to determine if any changes were necessary to reflect actual implementation and capitalization procedures. The proposed revisions are primarily a housecleaning update. Assistant City Administrator Thostenson stated the proposed changes are minor and are designed to reflect actual protocol regarding the capitalization and depreciation of fixed assets. Ms. Thostenson reported that the Utilities Commission, at its April 12 meeting, approved the updated Capital Assets Policy.

A motion was made by Ms. Mayers, seconded by Mr. Budde and unanimously carried concurring with the Commission's action approving the updated Capital Assets Policy.

- g. Mayor Seanger stated that Xcel Energy Services Inc. is filing with the Federal Energy Regulatory Commission (FERC) an amendment to their rate schedule and is requesting that the city execute a Certificate of Concurrence indicating that Melrose is not opposed to the filing. Terry Wolf with MRES has reviewed the proposed amendments to the Interconnection and Interchange Agreement and Xcel has incorporated Mr. Wolf's recommendations into the agreement. Mr. Wolf recommends adoption. All power supply contracts are approved by the Utilities Commission and Council. Public Works Director Harren reported that the Commission, at its April 12 meeting, approved the agreement and executed the Certificate of Concurrence and is recommending the Council concur with their action.

A motion was made by Mr. Finken, seconded by Mr. Budde and unanimously carried concurring with the Utilities Commission's action.

- h. Mayor Seanger reported that the roadway on East Kraft Drive is deteriorating due to a heavy volume of traffic and large vehicles. Staff has obtained two quotes for overlay of an approximate 500 feet section of the road. The low bid was from Tri-City Paving, Inc. in the amount of \$14,900.

A motion was made by Ms. Mayers, seconded by Mr. Finken and unanimously carried awarding the bid to Tri-Quality in the amount of \$14,900.

- i. Next reviewed was the proposed Performance Evaluation Form as revised by City staff. Human Resources/Payroll Technician Diane Gruber gathered sample forms from various communities and met with Department Heads and Supervisors and also incorporated the recommended changes received from the Utilities Commission Members after their April 12 review of the Performance Evaluation. Mayor Seanger recommended copies of the current evaluation form and proposed form be sent to the City's Labor Consultant, Chris Hood of Flaherty & Hood, for review. The Council concurred with the Mayor's recommendation. The item was tabled and will be placed on a future agenda.
- j. Mayor Seanger reported that Police Chief Jensen obtained three quotes for the transferring of equipment from the old police vehicle to the newly purchased vehicle. The low bid was received from Matt Heinen's Emergency Vehicle Service in the amount of \$2,203.03.

A motion was made by Mr. Finken, seconded by Mr. Budde and unanimously carried approving the low bid received from Matt Heinen's Emergency Vehicle Service in the amount of \$2,203.03.

- k. Mayor Seanger stated that Roger Paschke, representing the Board of Directors of the Melrose Area Historical Society, informed staff that the building housing the museum is in need of some roof repairs. The agreement requires that the City be informed and approve of any repairs or improvements to the building; however, the City is not under any financial obligation for the repairs or improvements. Last year, the 10' x 17' tar and sand flat roof at the south end of the building over the former chapel area began leaking. The Board had the problem area re-tarred last summer but it has since developed "heave pockets" and the Board felt future difficulties with leakage will occur if further corrective action is not taken.

The Board contacted Kraemer Lumber which suggested that the flat roof be built up so that it slopes away from the structure and then a new colored steel roof be placed over that area. This can be accomplished for approximately \$2,000. The Board had previously also contacted a company specializing in flat roofing but the company never responded. The Board may contact another company regarding a repair of the flat roof with its slope and potential leaking problem.

A motion was made by Ms. Mayers, seconded by Mr. Finken and unanimously carried concurring with the request of the Melrose Historical Society to repair the museum's roof.

- l. Mayor Seanger reported that Ambulance Department Member Beth Nelson submitted her letter of resignation effective April 8, 2010. Ms. Nelson has served on the Department for 13 months.

A motion was made by Ms. Mayers, seconded by Mr. Budde and unanimously carried to accept the resignation of Ms. Nelson from the Ambulance Department.

- m. Ms. Mayers introduced Resolution No. 10-22, Resolution of Commendation for Beth Nelson for her 13 months of service on the Melrose Ambulance Department. ([See attached resolution](#)) The motion was seconded by Mr. Budde with a roll call vote recorded as follows:

FOR: Council Members Mayers, Budde, Finken and Mayor Seanger

AGAINST: None

ABSENT: Council Member Klasen

#### **A.I. #6 UNFINISHED BUSINESS**

- a. Mayor Seanger stated that, at the March 18 Council meeting, Janine Kutter, representative of Bueckers City Sanitation, reported that the proposed sale to BEST was no longer being considered, and that the family of Gene Bueckers planned to continue to operate Bueckers City Sanitation. At that time, they requested that Council consideration be given to extending the contract with Bueckers City Sanitation for a five-year period. To avoid any confusion, the Council rescinded the motion approving the transfer of the contract and the five-year extension to BEST. However, the Council tabled the request from Bueckers City Sanitation, for a five-year extension to the current contract. Staff contacted surrounding communities regarding their current waste management contracts. The City of Avon has a contract with Bueckers City Sanitation through 2015. The City of Albany has approved a five-year refuse removal agreement with Bueckers City Sanitation, but with some modifications from their original contract. The City's current contract expires on April 30, 2011.

Ervin Bueckers addressed the Council stating that since the March 18 meeting, he has been working on a purchase agreement with the present owner, Donna Bueckers. Mr. Bueckers stated that the final purchase agreement should be completed in the upcoming week with transfer of ownership to follow. Mr. Budde asked if there is a possibility that Bueckers could offer a 38-gallon container as is provided to residents in the City of Albany. Mr. Bueckers stated that the 38-gallon containers were only available to residents 62 years of age or older. Mayor Seanger stated that Bueckers City Sanitation has provided great service to the community over the past several years.

A motion was made by Mr. Budde, seconded by Mr. Finken and unanimously carried approving a five-year extension to the current contract.

Upon completion of the sale, City Attorney Dymoke to draft an amendment to the contract for action at the Council's May meeting. Mayor Seanger stated that after that time, discussion may also be held regarding whether other size containers could be made available to households besides those over 62 years of age.

- b. Mayor Seanger then reported that at the Council's directive to solicit proposals for the updating of the City's planning documentation including the 1998 Comprehensive Plan, the 1989 Zoning Ordinance and the 1999 Subdivision Regulations, Requests for Proposals (RFPs) were sent to CR Planning, Inc. Municipal Development Group Inc, Short Elliott Hendrickson (SEH), and Bonestroo, the City's engineering firm. Responses were received from CR Planning, Municipal Development Group and Bonestroo. The Planning and Zoning Commission reviewed the responses to the RFPs, the additional information requested from each proposer, and the summary of information prepared by staff.

Director Walz stated, in the absence of Council Member Klasen, that during the Commission's discussions, Mr. Klasen suggested that the Commission and the Council give consideration to completing the Comprehensive Plan update in-house without the assistance of an outside consultant, as was done in a neighboring city. It is unknown whether that city's in-house project involved only the comprehensive plan or other planning documents as well. Director Walz noted that if the City plans to pursue unused Healthy Communities Partnership funding, it cannot delay the initiation of the project beyond a reasonable length of time since the expiration of the availability of grant funding is approaching in approximately one year and it is believed that application can only be made on a per project phase basis for maximum funding. Ms. Mayers inquired as to an estimated timetable to complete the project. Director Walz indicated that completion of updating of the City's planning documentation including the 1998 Comprehensive Plan, the 1989 Zoning Ordinance and the 1999 Subdivision Regulations should occur by 2012 barring any unforeseen circumstances or delays in the project.

Director Walz reported that the Planning and Zoning Commission, with one opposing vote, took action recommending that the Council accept the low proposal in the amount of \$45,770 as submitted by Bonestroo to complete the Planning Documentation Update project.

A motion was made by Mr. Budde, seconded by Ms. Mayers and unanimously carried concurring with the Commission's recommendation and accepting the proposal from Bonestroo in the amount of \$45,770.

- c. Mayor Seanger reported that Dave Unmacht of Springsted, Inc. will be meeting with the Ad Hoc Labor & Personnel Committee, Department Heads and the various departments, along with receiving a tour of the City and its facilities on April 19 at 8:00 a.m. at the Melrose City Center . Council and Utilities Commission Members are invited to attend. The first draft of the study is tentatively scheduled to be completed by June 1, 2010.
- d. Mayor Seanger next reported that the State of Minnesota has sent correspondence informing the City that it no longer needs the turnback property of part of Trunk Highway No. 392 renumbered 94. The State has filed a Quitclaim Deed for this portion of the highway which includes the Reservations Clause: No access shall be permitted to Trunk Highway No. 392 renumbered 94 from the lands herein described and conveyed in Parcels 16.216 and 17 pm C.S. 7311 (52=3) 902. This turnback of property is a result of the 2004-2005 Kraft Drive Extension Project.

A motion was made by Mr. Finken, seconded by Ms. Mayers and unanimously carried approving the transfer and recording of the Quitclaim Deed.

### **A.I. #7 NEW BUSINESS**

- a. The Council gave consideration to scheduling a Special Meeting to discuss budget issues/LGA cuts. The legislative session officially ends May 17; therefore, staff recommended the meeting be scheduled for some time in late May or early June. This would allow the Council to give staff direction on cost-saving measures that could be realized in 2010. Mr. Budde suggested that since the first draft of the Organizational Assessment would be completed by June 1, that consideration for scheduling the Special Meeting be tabled until the Council's May Regular meeting. A Special Meeting could then be scheduled in early June to discuss budget issues/LGA cuts along with an overview of the Organizational Assessment.
- b. Mayor Seanger reported that animal licenses will be issued from May 3-28 at the Melrose City Center for residents who own a dog or cat. The Melrose City Code requires the following:
  - \* All dogs and cats six months and older, kept or harbored in the City, must be licensed with a City of Melrose license. A maximum of three domestic animals is allowed on the same premise.
  - \* A valid rabies vaccination certificate indicating the animal has been vaccinated within three years must be presented before a license can be issued. The earliest age to vaccinate for rabies is three months old.
  - \* The license fee for all dogs and cats is \$15 if spayed or neutered or \$30 if not spayed or neutered.
  - \* The dog or cat owner is subject to a penalty of \$15 for late registration and costs incurred for impounding the animal. These fees are in addition to the license fee.
  - \* Pet owners are required to clean up animal waste.
  - \* Animals are prohibited from running at large.
- c. Mayor Seanger stated that the Sauk River Watershed District currently has a Board seat opening and that Public Works Director Harren has expressed an interest in applying for the seat. It would be on his own time; however, he is asking for the Council and Commission's endorsement in the event anyone feels that sitting on the Board would create a conflict for the City. City Attorney Dymoke stated that it was his opinion that this would not create a conflict of interest for the City. Mayor Seanger reported that the Utilities Commission's, at its April 12 meeting, felt that it could be a benefit to the City to have a representative on this Board and the Commission supported Director Harren's application for appointment to the SRWD. It was the consensus of the Council to concur with the Commissions endorsement of Mr. Harren as a Board Member for the Sauk River Watershed District.

- d. Mayor Seanger noted that at the Utilities Commission's March 11 meeting, it was reported that Dave Rahn, owner of Rahn's Oil and Propane, inquired about extending the wastewater main to the south side of his property. The line would come from the new lift station at Eleventh Avenue East and East Main Street. Mr. Rahn stated they currently have to pump out their holding tanks every other week. Director Harren stated that he had informed Mr. Rahn that if the wastewater main is installed to the south side of his property, the water main would be installed at the same time, which was agreeable to Mr. Rahn. This proposed project would include the Willow Express property, which included all paid assessments in their purchase agreement and development agreement with the City. The Jennie-O truck shed has access to the existing system at the north end of their property, but the main does not run parallel with their property. Rob Hoppe's storage sheds would also be affected. Mr. Rahn had indicated that he would like to asphalt his property, but would not do so until the mains are installed and he is connected with the wastewater main. He asked that consideration be given to this project within the next year or two.

Director Harren stated that a rough estimate of the cost to extend the water and wastewater mains to the Lake Wobegon Regional Trail (LWRT) would be about \$285,000 with a portion of the costs being assessable. He noted another alternative would be to extend the utilities to the intersection of CR #65 and Twelfth Avenue East. The Utilities Commission had felt that it would be beneficial to contact the property owners along Twelfth Avenue East to determine whether there is any interest expressed by them to have these utilities extended to their properties at this time. Letters were sent to the homeowners on Twelfth Avenue East regarding the potential extension of water and wastewater services to the north side of the LWRT. To date, three of the four property owners had returned the letter indicating no interest in the services. The feasibility study, once completed, will need to be approved by the Council per Minnesota Statute Chapter 429. Also, due to there being assessments involved with the project, the City will be responsible for the project from that point forward. Director Harren reported the Utilities Commission, at its April 12 meeting, authorized staff to obtain a cost estimate for the preparation of the feasibility study for the proposed wastewater and water main extensions.

A motion was made by Mr. Budde, seconded by Mr. Finken and unanimously carried to concur with the Commission's approval for staff to submit requests for proposals for the preparation of a feasibility study for the proposed water and wastewater main extensions.

### **A.I. #8 INFORMATIONAL ITEMS**

The following informational items were then discussed:

- a. The following is a list of schools and/or conferences where registrations were made:
- 1) Alexandria Technical College State Fire/EMS/Rescue School – March 20-21 in Alexandria. Registration fee: Troy Tomford - \$80, Shawn Swanson - \$100 and Ben Ellering - \$145

- 2) Interview and Interrogation – June 23-24 in St. Paul. Registration fee: N/A  
Attending: Officer Shawn Swanson
- b. The following purchases do not require Council approval but are presented as informational:
  - 1) Resource Training and Solutions – 40 cases of copy paper - \$1,381.26. Cost to be shared between General and Utilities Funds.
- c. The City has received notification from the Stearns County Assessor's Office that Stearns County Assessors Kelly Lemke and Jeff Johnson will be available to answer questions regarding the 2010 estimated market values and tax classifications of city properties at the Melrose City Center on Tuesday, May 4, 2010 from 4:00 p.m. to 6:00 p.m. This informational meeting is an opportunity to meet informally with the assessors prior to the scheduled Board of Appeals and Equalization meeting that is scheduled for May 11 at 6:00 p.m. They will meet with individuals to address their assessment questions and review property and sales tax data. Residents may contact the City Administration Office to schedule an appointment, plus walk-ins will be taken.
- d. Utilities Commission's March 11 Regular Meeting minutes.
- e. The playground equipment that was purchased through the Game Time grant and the Melrose Lions donation is scheduled for installation on June 7. A vendor installation representative, City staff and the Melrose Lions will be assembling the equipment.
- f. Building Permit Summary Log for First Quarter 2010. The total number/value of building permits issued in the first quarter for the past four years were:

<u>2010</u>	<u>2009</u>	<u>2008</u> *	<u>2007</u> *
7 permits/\$86,100	18/\$8,657,700	19/\$3,723,256	14/\$99,834

**A.I. #9 ADJOURNMENT**

A motion was made by Mr. Finken seconded by Ms. Mayers and unanimously carried that the meeting be adjourned at 6:55 p.m.

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PATRICIA HAASE – CITY CLERK