

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, JUNE 17, 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. Fire Department Bad Debt Accounts
 - e. Ambulance Department Bad Debt Accounts
 - f. Gambling Resolution:
 - 1) Resolution No. 10-32 – Melrose Area Chamber of Commerce
 - g. Resolution No. 10-33, Resolution Appointing Election Judges
4. Reports
 - a. Police Department Monthly
 - b. City Attorney Report
5. Action Items
 - a. LMCIT Insurance Quote
 - b. Marco Preferred Service Plan
 - c. Grass Cutting Notice
 - d. 2010 Street Seal Coat Project
 - e. Speed Limit on County Road 168
 - f. Fire Department Resignation
 - g. Commendation Resolution:
 - 1) Resolution No. 10-34 - Fran Hinnenkamp
 - * h. Fire Department Member Suspension
6. Old Business
 - a. Organizational Assessment Update
 - b. Comprehensive Plan Community Meetings
 - c. Jennie-O Turkey Store Truck Rerouting Request
 - d. Platting of Melrose Lions and Jaycee Community Park
7. New Business
 - a. Computer Server Replacement
 - b. Freeport Volunteer Fire & Rescue Department Request

8. Informational Items
 - a. Schools and Conferences
 - b. Public Utilities Commission Meeting Minutes
 - c. Installation of Playground Equipment in Lions and Jaycee Community Park
 - d. 2010 Tax Capacity Rate
 - e. Local Board of Appeal and Equalization Training
 - f. Planning and Zoning Commission Meeting Minutes
 - g. Fire Department Grant
 - h. Alcohol Server Awareness Training

9. Adjournment

* Amendment

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THURSDAY, JUNE 17, 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, June 17, 2010 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Tom Budde, Joe Finken, Tony Klasen, and Jenny Mayers, Mayor Eric Seanger, and Assistant City Administrator/Treasurer Karen Thostenson.

The Council then recited the Pledge of Allegiance.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF CONSENT AGENDA

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

- a. the minutes from the Council's May 20 Regular Council Meeting.
- b. list of bills in the amount of \$129,457.15 (See attached list)
- c. list of investments for the month of May (See attached list)
- d. list of Fire Department accounts that have been submitted to revenue recapture:

<u>Name</u>	<u>Date of Service</u>	<u>Amount</u>
Stephanie Berg	12/21/2009	\$125.00
Ifrah Arte	04/23/2008	<u>\$400.00</u>
TOTAL		\$525.00
- e. list of Ambulance accounts that have been submitted to Revenue Recapture, collections, or written off as uncollectible and are recommended to be charged off:

<u>Name</u>	<u>Date of Service</u>	<u>Amount</u>
Angelina Perez (RR)	07/20/2009	\$1,220.00
Amanda Archuleta (RR)	07/06/2009	\$1,030.00
Benjamin Hamann (C)	10/06/2009	\$ 660.00
Sherri Whalen (C)	07/26/2009	\$1,150.00
Brenda Rademacher (WO)	07/11/2008	<u>\$ 880.00</u>
TOTAL		\$4,940.00
- f. Resolution No. 10-32, Resolution Approving Gambling License to the Melrose Chamber of Commerce for an exemption from lawful gambling license to conduct a raffle on November 26, 2010 at 223 East Main Street in Melrose, Minnesota. (See attached resolution.)

- g. Resolution No. 10-33, Resolution Appointing Election Judges. The election judge appointments are for the Primary Election that will be held on Tuesday, August 10, and include:

Kathy Hellermann-Elfering, Head Judge	Virginia Klaphake
Pat Elfering	Mary Gebeke
Marcella Hinnenkamp, Head Judge	Bernie Sieben
Victor McConnell	Shirley Hiltner
Rosie Athmann	Patti Haase
Carla Van Heel	
(See attached resolution)	

A motion was made by Mr. Finken, seconded by Ms. Mayers and unanimously carried to approve the consent agenda.

A.I # 4 REPORTS

- a. Police Chief John Jensen presented the Police Department's May monthly report. He stated there were 250 calls for services during this month, compared to 295 for May 2009. Chief Jensen also gave an update on the status of the family that was living in a garage, as well as progress on the construction of the required storm shelter and conditions of mobile homes within Rose Park.
- b. There was no City Attorney report as during the period from May 14, 2010 through June 10, 2010, Dymoke Law Office had not given significant attention to any projects on behalf of the City of Melrose.

A.I. # 5 ACTION ITEMS

- a. Mayor Seanger reported that the City received their annual quote for general liability, auto, errors and omissions, property, and equipment insurance through the League of Minnesota Cities Insurance Trust (LMCIT). The total quote is \$69,285. The costs for the past year were \$69,902, plus open meeting law coverage for \$302 for a total premium cost of \$70,204. This is an overall decrease of \$919 or 1.31% from the 2009-2010 period. The City's insurance coverage has a \$5,000 deductible, \$15,000 aggregate. The costs are shared between the General and Utilities Funds (\$28,383 and \$40,902 respectively). He noted that the City again needs to decide whether or not to waive the statutory tort liability limits. If the City does not waive the statutory limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory limits apply. If the City waives the statutory limits, a single claimant could recover up to \$1,500,000 on a single claim (These amounts were increased effective July 2009 to \$1,500,000).
1. If the City does not waive the monetary limits on municipal tort liability – the premium would be reduced by approximately \$990.

2. If the City wishes to purchase excess liability coverage, the following premiums would apply for an additional \$1 million in coverage:
Liability limit \$1,000,000
 - Annual premium w/waiver of immunity \$ 9,759
 - Annual premium w/o waiver of immunity \$ 7,840The City has not purchased the excess liability coverage in the past.
3. The current premium is based on deductible of \$5,000/\$15,000 aggregate. Staff recommends the City again approve these deductibles.
4. There is no longer a premium charge for Open Meeting Law Defense Cost Reimbursement. The City now automatically receives this coverage at no extra charge.

The Utilities Commission approved the LMCIT quote at its June 14 meeting and waived the monetary limits on municipal tort liability.

A motion was made by Mr. Budde, seconded by Mr. Finken and unanimously carried to approve the LMCIT quote and to waive the monetary tort liability limits.

- b. The City was notified that the IT support services contract with Marco has been used. The last support agreement was entered into in August 2008 and was in the amount of \$5,000. Staff recommends that the City renew the contract with Marco to provide IT support services. Options include: contracting for \$10,000 of services (which are billed out on an hourly basis, at 15-minute increments) whereas the City receives a 10% discount, resulting in an actual cost of \$9,000; or contracting for \$5,000 of services with the City receiving a 5% discount for an actual cost of \$4,750. This service also applies to any work done when new computers or programs are implemented. Having this agreement has worked very well for the City in the past and staff is happy with the service being provided. It was pointed out that any unused hours at year end will be carried over to 2011.

The Utilities Commission, at its June 14 meeting, took action renewing the \$5,000 contract with Marco for IT services.

A motion was made by Ms. Mayers, seconded by Mr. Klasen and unanimously carried to concur with the Commission and approve entering into a \$5,000 contract with Marco for IT services.

- c. Mayor Seanger reported that a notice was sent by Streets/Parks Supervisor Mark Maus to the property owners at 5 East Riverside Avenue, 304 East Third Street South, 306 East Second Street South, and 312 West First Street South requesting that the grass be cut. As per City Code 95.38, all property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grasses, and rank vegetation or other uncontrolled plant growth on their property that, at the time of notice, is in excess of eight inches in height. The grass has now been cut; however, staff recommended that the Council approve the destruction order as it then becomes effective for the entire growing season, meaning that if any time after the issuance of the notice a violation reoccurs, the City shall abate the weeds without further notification to the property owner. It was also noted that any unpaid grass cutting bills can, and will, be certified against the property prior to year-end.

A motion was made by Mr. Klasen, seconded by Mr. Budde and unanimously carried to approve the destruction orders for the properties listed.

- d. Mayor Seanger reported that the Council authorized Bonestroo to prepare plans and specifications and to solicit quotes for the 2010 Street Sealcoat work. The low quote is from ASTECH in the amount of \$31,974.91. Bonestroo recommends accepting the ASTECH quote. The Five Year Capital Improvement Plan had included \$60,168 for the street sealcoat project and the engineers estimate was at \$48,000.

A motion was made by Mr. Budde, seconded by Mr. Klasen and unanimously carried to approve the street sealcoat quote from ASTECH in the amount of \$31,974.91

- e. A request has been made to the City to reduce the speed limit on County Road #168 to 30 mph to the east City limits. The speed limit is not reduced until the school/Daylight Court property line. Public Works Director John Harren stated that the City would need to submit a request to the Stearns County Highway Department. The request would then be considered by the Board of the Stearns County Commissioners after which a request can be made to MNDOT to complete a traffic study for the reduced speed starting at the east City limits. There is no cost for the study. The timeline for this process is unknown.

A motion was made by Mr. Klasen, seconded by Mr. Budde and unanimously carried to authorize submitting a request to Stearns County asking that they submit a request to MNDOT to conduct a traffic study for a reduced speed at the east City limits.

- f. Mayor Seanger reported that Fran Hinnenkamp will be retiring from the Melrose Fire Department effective July 1, 2010 at which time he will have completed 12 years of service.

A motion was made by Mr. Klasen, seconded by Ms. Mayers and unanimously carried to accept Mr. Hinnenkamp's resignation from the Fire Department.

- g. Ms. Mayers then introduced Resolution No. 10-34, Resolution commending Fran Hinnenkamp for his 12 years of service on the Fire Department. (See attached resolution.) The motion was seconded by Mr. Klasen with a roll call vote recorded as follows:

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

- h. Fire Chief Jeremy Kraemer reported that a member of the Fire Department was recently arrested and charged with domestic assault. The City Attorney had reviewed Policy E of the 2010 Volunteer Policies which recommend suspension pending resolution of the criminal charges. He requested Council approval to proceed with the suspension process.

A motion was made by Ms. Mayers, seconded by Mr. Klasen and unanimously carried to approve Chief Kraemer to proceed with suspension proceedings.

A.I. #6 OLD BUSINESS

- a. Mayor Seanger reported that David Unmacht with Springsted, Inc. has visited with the staff members of each City department as he continues his work on the organizational assessment. A draft of the assessment will be available later this month or early July. A joint meeting will be set for Springsted to present the draft at that time. Staff had also contacted the Council and Utilities Commission Members regarding whether it would be beneficial to include the market survey at this time at the proposal cost of \$3,000. The market study would include not only wages but benefits also. The Commission and a majority of the Council had verbally authorized proceeding; however, formal action is required by each Board. The Utilities Commission, at its June 14 meeting, took action approving proceeding with the market and equity study portion of the organizational assessment with the costs being shared between the General and Utilities Fund.

A motion was made by Mr. Budde, seconded by Mr. Finken and unanimously carried to concur with the Commission and approve proceeding with the market and equity study.

- b. Mayor Seanger reported that with the addition of Fray Zamora, the 2030 Melrose Comprehensive Plan Committee is complete with the following 14 members:

Kevin Thomes, Chair – Planning and Zoning Commission
Henry Ahrens, Vice-Chair – Planning and Zoning Commission
Tony Klasen – Planning and Zoning Commission and Council
Jeanne Kraemer – Planning and Zoning Commission
Dave Rodahl – Planning and Zoning Commission
Tim Gillet – Planning and Zoning Commission
Randy Dufner – Planning and Zoning Commission
Dick Christenson – Melrose Area Development Authority/Community
Opportunities Committee
Dina Pierskalla
Kent Brown
Rachel Dymoke
Mary Schwieters
Stacey Austing-Jacobson
Fray Zamora

The first meeting of this Comprehensive Plan Committee was held Monday, June 14 at 7:00 p.m. The public community meeting for this project to update the City's Comprehensive Plan will be held Monday, June 21 at 7:00 p.m. at the Melrose City Center. The input gathered at this community meeting is essential for the development of a successful Comprehensive Plan. Melrose residents were encouraged to attend the community meeting.

- c. Director Harren provided an update regarding the Jennie-O Turkey Store (JOTS) live-haul trucks littering the roadway, primarily Main Street, between the JOTS live live-haul facility at the east end of the City and the processing facility adjacent to downtown. He stated that JOTS continues to work towards a permanent solution to the problem. They are currently wetting the birds for travel and this has greatly reduced the loss of feathers along Main Street, but creates some challenges at the processing plant.
- d. Mayor Seanger reported Planning and Development Director Gary Walz had notified CentraCare Health System (CCHS) that the City is interested in platting the Melrose Lions and Jaycee Community Park as part of the re-platting of the health care services district, as well as suggesting that the remnant of City-owned, but not leased, property located between the CentraCare-leased property and East Village Townhomes be included in the health care services district plat. To date, no response has been received.

A.I. #7 NEW BUSINESS

- a. Mayor Seanger stated that the City's present administrative offices computer server is over seven years old and is beginning to experience some issues. The average life of a server is about five years. Therefore, staff obtained a quote from Marco for the replacement in the amount of \$7,367.96. The server is host to the City's Alchemy program for records retention and all City documents. The installation services would be performed under the IT support service agreement. The costs would be shared evenly between the General and Utilities funds (\$3,683.98). Funds were budgeted for computer upgrades in the 2010 Five Year Capital Improvement Plan. Ms. Thostenson noted that the actual replacement would not occur until necessary; however, due to the importance and age of this server, it was felt that a replacement plan should be in place.

The Utilities Commission approved the quote at its June 14 meeting.

A motion was made by Mr. Klasen, seconded by Mr. Budde and unanimously carried to approve the replacement of the administration computer server at a cost of \$7,367.96 when necessary.

- b. Mayor Seanger stated that the Melrose Police Department received correspondence from Freeport Fire Chief Noah Van Beck requesting to purchase a Vector light bar that the Melrose Police Department has not used in a number of years. They are offering to pay \$25 for the purchase of the light bar and control box.

A motion was made by Mr. Finken, seconded by Mr. Budde and unanimously carried to approve the sale of the light bar and control box to the Freeport Fire Department.

A.I. #8 INFORMATIONAL ITEMS

The following informational items were then discussed:

- a. list of schools and/or conferences where registrations were made:
 1. National Business Institute: Legal Aspects of Manufactured Housing – Teleconference on May 26. Registration: \$209 for the session. Attending: Planning and Development Director Walz, Public Works Director Harren, Police Chief Jensen, City Attorney Scott Dymoke
- b. Utilities Commission's May 10 Regular Meeting minutes and June 8 Special Meeting with Industry minutes.
- c. The new playground equipment that was purchased by the Melrose Lions was installed at the Lions/Jaycee Park on June 7. Installation went well and the City extends a thank you to everyone that helped.
- d. 2010 Tax Capacity Rates and 2010 Stearns County Tax Capacity Rate information.
- e. The Department of Revenue along with Stearns County has scheduled a Local Board of Appeal and Equalization Training Session for November 10, 2010 at Stearns County Service Center. The law requires that one voting member of the board attend the appeals and equalization course within the last four years and at least one trained board member must be present at the Local Board of Appeal and Equalization meeting. Failure to comply with the training requirement would mean loss of the local meeting. Council Members Budde and Finken are certified until 2011 and Council Members Mayers and Klasen until 2012.
- f. Planning and Zoning Commission's May 11 Meeting Minutes.
- g. The Fire Department received \$4,000 in MBFTE grant monies for the Defensive Driving Course taken in Spring 2010. Total cost of the course was \$4,050.
- h. The Melrose and Sauk Centre Police Departments will be conducting an Alcohol Server Awareness Training for the Sauk Centre and Melrose Liquor Licensees and their employees on Wednesday, June 30 at 3:00 p.m. at the Sauk Centre City Hall Council Chambers. The training will last approximately two hours. There is no cost for the training. All liquor establishments were requested to register all attendees from their establishment by contacting Office Assistant/Receptionist Wendy Drobny at the Sauk Centre City Hall by Friday, June 25.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Finken, seconded by Mr. Klasen and unanimously carried that the meeting be adjourned at 6:40 p.m.

PATRICIA HAASE – CITY CLERK