

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY FEBRUARY 18, 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. Donation Resolution:
 - 1) Resolution No. 10-09 – Melrose Dairy Proteins LLC
 - 2) Resolution No. 10-10 – Melrose Lions
 - e. Fire Department Bad Debt Accounts
4. Reports
 - a. German Students/Teachers – Welcome
 - b. Stearns County Assessor
 - c. Police Department Monthly
 - d. City Attorney Report
 - e. Planning and Zoning Commission
5. Action Items
 - a. Proclamation – 100th Anniversary of Boy Scouts of America
 - b. St. Cloud Technical College Customized Training Contract
 - c. Community Education Request for Donation
 - d. Fund Balance/Reserve Policy
 - e. Fire Department Member Leave of Absence
 - f. Workers' Compensation Quote
 - g. Assistant Ambulance Coordinator Appointment
 - h. Proposal for Comprehensive Plan and Zoning Ordinance Update
6. Old Business
 - a. Staffing Study
 - b. County Highway #13/I-94 Improvements:
 - 1) Resolution No. 10-11, Resolution Relating to Parking Restriction on County State Aid Highway 13 (S.P. 73-613-20) From The Southwesterly City Limits To County Road 173 Within The Limits of Melrose
 - 2) Resolution No. 10-12, Resolution Approving County Project Within Municipal Corporate Limits
 - 3) agreement for CSAH 13 improvements between Trunk Highway 4 in Meire Grove and County Road 173 in the City of Melrose, MN

7. New Business
 - a. Ordinance No. 2-18-2010, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines, and Providing for Subsequent Review, Modification and Amendment
 - b. Employer/Employee Workshop
 - c. Electronic Agendas
 - d. Signature Only Overlay
 - e. 2010 Pay Equity Report
 - f. Storage Building
 - * g. Schedule Special Meetings

8. Informational Items
 - a. Housing and Redevelopment Authority of Melrose Financial Statements
 - b. Schools and Conferences
 - c. Resident Correspondence
 - d. Utilities Commission Meeting Minutes
 - e. Planning and Zoning Commission Meeting Minutes
 - f. Sale of Forfeited Vehicles

9. Adjournment

* Amendment

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, FEBRUARY 18, 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, February 18, 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, Jenny Mayers, Tony Klasen, Mayor Eric Seanger, Assistant City Administrator/Treasurer Karen Thostenson and City Clerk Patti Haase. Mayor Seanger 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. Finken 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 January 21 Special Meeting) and January 21 Regular meeting.
- b. list of bills in the amount of \$742,353.87 ([Attachment #3b](#))
- c. list of investments for the month of January (see attached list of investments ([Attachment #3c](#)))
- d. Donation Resolution:
 - 1) Resolution No. 10-09, donation of \$5,000 towards the Fire Department ladder truck from Melrose Dairy Proteins LLC. ([Attachment #3d\(1\)](#))
 - 2) Resolution No. 10-10, donation of \$12,000 which is the first installment of the 2009 pledge of \$32,000 to be paid over three years from the Melrose Lions for playground equipment at the Melrose Lions and Jaycee Park. ([Attachment #3d\(2\)](#))
- e. The following is a list of fire department accounts that have been submitted to collections and are recommended to be charged off:

<u>Name</u>		<u>Amount</u>
Adam Peterson	8/16/2009	\$125.00
Kalika Burgau	8/29/2009	\$125.00
TOTAL		\$250.00

A motion was made by Ms. Mayers, seconded by Mr. Budde and unanimously carried to approve the Consent Agenda.

A.I. #4 REPORTS

a. The Council then welcomed the visiting teachers and students from Bühl, Germany. Melrose Area High School German Teacher, Stefan Rink, stated this was the 22nd anniversary of the student exchange. Mayor Seanger presented the teachers, Franz Schmäzle and Ute Bittner, the proclamation adopted at the Council's January 21 meeting setting February 14-20, 2010 as Bühl Week, along with other memorabilia. Each of the 36 students were also presented with a letter signed by the Mayor, Welcome to Melrose booklet, t-shirt with the City logo on it, and a City notepad and pencil on behalf of the community. Mr. Schmäzle and Ms. Bittner expressed their appreciation for the proclamation as well as to the community for the warm welcome and many interesting activities enjoyed by the German students. Mr. Rink stated that this student exchange promotes learning of each other's diverse cultures, while forming many long lasting friendships. He commended and recognized the host families of the exchange students and teachers.

b. Assistant County Assessors Jeff Johnson and Kelly Lemke provided an update on valuation changes and other items pertaining to the assessment process. Ms Lemke presented data for the residential property sales for the period of October 1, 2008 through September 30, 2009. Twenty-two residential property sales occurred during this period. Mr. Johnson reported that there were two commercial/industrial sales in Melrose for the reporting period.

Mr. Johnson reminded the Council that the Local Board of Appeal and Equalization Meeting for the City of Melrose is scheduled for Tuesday, May 11 at 6:00 p.m. at the Melrose City Center. Mr. Johnson asked the Council if they wish to have a representative from the County Assessor's Office available to meet with the residents one week prior to the Local Board of Appeals and Equalization Meeting to review any questions concerning their estimated market value for taxes payable in 2010. This has been the past practice and has been highly successful. It was the consensus of the Council for the County Assessor's Office to again conduct the open session.

c. Police Chief John Jensen presented the Police Department's January report. He noted there were 160 calls for service, compared to 168 in January 2009. A total of 15 citations were written for the month of January. He also noted there was an increase in agency assists to the State Patrol and County Sheriffs which were weather related. Mr. Klasen inquired if the City received compensation from the County for the agency assists. Chief Jensen noted that the City has a mutual aid agreement with the County and that, overall, the assisted coverage between the agencies balanced out.

d. City Attorney Scott Dymoke of Dymoke Law Office PA reported that he had worked on the following projects during the period from January 14, 2010 through February 10, 2010:

1) Zoning Regulations: Reviewed drafts of amendments to City zoning regulations and summary of ordinance prepared by city staff in response to revisions made by the Planning and Zoning Commission and the City

Council.

- 2) Manufactured Homes: Reviewed applicable statutes and court decisions regarding provisions of utility services when more than one person claims ownership of a manufactured home.
 - 3) Reviewed and revised draft of agreement prepared by City staff documenting parties understanding of the terms of the variances and license to encroach issued by City, and remaining project tasks to be completed by Munson Feeds.
- e. Mayor Seanger stated that the Planning and Zoning Commission's February 17 meeting report would be addressed later in the meeting.

A.I. #5 ACTION ITEMS

- a. Mayor Seanger reported that the Boy Scouts of America celebrated its 100th Anniversary on February 8, 2010. The Boy Scouts of America are recognizing the core scouting values through its "A Year of Celebration, A Century of Making a Difference" yearlong recognition program in honor of the 100th Anniversary. Mayor Seanger congratulated the Boy Scouts on this milestone and thanked them for their leadership and involvement in the community.

Mr. Finken introduced the Proclamation recognizing February 8, 2010 as the 100th Anniversary of the Boy Scouts of America and commending them for their leadership and service to the community. ([Attachment #5a – Proclamation](#)) The motion was seconded by Mr. Budde with a roll call vote recorded as follows:

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

Mayor Seanger presented Melrose Boy Scout Troop #68 with the proclamation celebrating the Boy Scouts of America's 100th Anniversary.

- b. Consideration was given to authorizing the City Clerk to enter into a contract with the St. Cloud Technical College for Emergency Vehicle Defensive Driving. The training will be taken by members of the Melrose Fire Department. The total cost of the course is \$4,200 of which \$3,150 will be paid by the HSEM Grant and the balance of \$1,050 from Fire Department funds.

A motion was made by Ms. Mayers, seconded by Mr. Finken and unanimously carried to authorize the City Clerk to enter into a contract with the St. Cloud Technical College for the Emergency Vehicle Defensive Driving Course.

- c. Mayor Seanger presented correspondence received from Community Education Director Stacey Austing-Jacobson requesting the City of Melrose consider a donation of \$9,250 to the Melrose Area School's 2009 Summer Recreation Program. The City donated \$9,250 towards the Community Education Summer Recreation Program in 2009 and this amount was also included in the City's adopted 2010 budget.

A motion was made by Ms. Mayers, seconded by Mr. Finken and unanimously carried to approve the donation of \$9,250 to the Summer Recreation Program.

- d. Mayor Seanger reported that the State Auditor is recommending that local governments establish a formal policy on the level of fund balance that should be maintained in the General Fund. The Public Utilities Commission, at its February 8 meeting, adopted the City of Melrose Fund Balance/Reserve Policy.

A motion was made by Mr. Budde, seconded by Mr. Klasen and unanimously carried concurring with the Public Utilities Commission approval to adopt the City of Melrose Fund Balance/Reserve Policy.

- e. Mayor Seanger reported that Fire Department Member Jason Halls has requested a one year leave of absence effective March 31, 2010. Mr. Halls will be leaving to serve time in the Army. He has indicated if he does not return in one year, this would be considered his resignation. According to the Fire Department Policies and Procedures, members may request a one year leave of absence. If a member returns from a leave and there are currently 30 members on the Department, that member will be reinstated once an opening occurs. Mayor Seanger requested that Human Resource Technician Diane Gruber research how military service affects membership. It was the Council's understanding that a leave of absence for military purposes allows for reinstatement regardless of the length of leave.

A motion was made by Mr. Finken, seconded by Mr. Klasen and unanimously carried approving Mr. Halls' leave of absence effective March 28, 2010.

- f. The Council next gave consideration to approving the quote received from the League of Minnesota Cities Insurance Trust (LMCIT) for workers' compensation insurance for the period of March 7, 2010 through March 7, 2011. The 2% credit due to belonging to a managed care organization was discontinued. The net premium costs for the upcoming period are \$60,709. The quote in 2009 was \$47,491; this is an increase of 27.83%. The experience modification increased to 1.15 for the 2010-2011 coverage period, from .97 for the 2009-2010 coverage period. The classifications receiving the largest increases are Public Works, Police, Fire, Ambulance and Wastewater. The discontinuation of the managed care credit was also responsible for 2% of the increase.

The General Fund share of the premium is \$39,078 and the Utilities' share is \$21,632 (compared to \$31,168 and \$16,323, respectively, for the past year).

The Commission will be taking action approving this quote at their March 11 meeting.

A motion was made by Mr. Budde, seconded by Mr. Finken and unanimously carried to approve the workers' compensation quote in the amount of \$60,709.

- g. Mayor Seanger noted that internal posting for the Assistant Ambulance Coordinator position vacated by Lori Jackels on January 31, 2010 took place from January 12-22, 2010. Applications were received from EMT Members Sandy Imdieke, Andy Rademacher, and Brenda Wenker. Human Resource Technician Diane Gruber

reviewed the applications for minimum qualifications, then she and Ambulance Coordinator Jenn Tschida rated the applications and conducted the interviews on all three applicants. It is their recommendation that Sandy Imdieke be appointed to this position effective February 1, 2010. This position is for a two-year term. The salary for this position is \$2,500/year.

A motion was made by Mr. Klasen, seconded by Mr. Finken and unanimously carried appointing Ms. Imdieke as Assistant Coordinator for 2010 and 2011.

- h. Mayor Seanger noted that a section of the City's Strategic Plan addressed the proposed updating of the City's 1998 Comprehensive Plan, which was amended in 1999, along with updating the 1989 Zoning Ordinance, which has been amended periodically, and the Land Subdivision Regulations. The Strategic Plan included an estimated cost of \$25,000 for the Comprehensive Plan update, \$40,000 for the Zoning Ordinance update, and \$10,000 for the Land Subdivision Regulations update. The City has approximately \$55,000 set aside for these updates, and originally hoped to utilize matching grant funding of \$5,000 per update from the Health Communities Partnership Program.

At the request of the Planning and Zoning Commission, Bonestroo submitted a proposal to update the City's Comprehensive Plan with a completion date of February, 2011 at a cost not to exceed \$32,770, and the Zoning Ordinance with a review of the Land Subdivision Regulations by October 2011 at a cost not to exceed \$13,000 for a total proposal cost not to exceed \$45,770. ([Attachment #5h – proposal](#))

Community Planning/Economic Development Director Gary Walz stated that Tina Goodroad, the Bonestroo Planner who submitted the proposal and recently presented a planning workshop for the area, presented her proposal to the Planning and Zoning Commission at its February 17 meeting. Director Walz stated that City staff and the Planning and Zoning Commission recommend approval of this proposal. Director Walz stated he had contacted the Initiative Foundation regarding the availability of HCP funding prior to the May 2011 end of the program. He stated that the Initiative Foundation is unwilling to make a commitment until a request has been submitted following the City's action on a proposal for services. Prior to submitting a request, staff may recommend dividing the proposal into two or three phases in hopes of garnering between \$5,000 and \$7,500 in total grant assistance.

Mayor Seanger felt that it would be in the City's best interest to obtain additional quotes for these projects. Director Walz was directed to obtain two additional proposals and submit them at the Council's March 18 meeting. Council member Budde recommended and the Council concurred that on any future project estimated at over \$10,000, staff should obtain a minimum of two quotes and/or proposals. Director Walz was also directed to contact Ms. Goodroad of Bonestroo to inform her that the City was obtaining additional proposals, and offer her the opportunity to review her proposal.

A.I. #6 OLD BUSINESS

- a. Mr. Budde reported that due to the vacancy in the Maintenance Worker position in

the Water/Wastewater Department and two employees eligible for retirement in the Electric Department, the Utilities Commission has directed staff to obtain quotes for a staffing study of those three departments. The Administration Department and Street Department have also been working with reduced staff. In addition, two employees in the Administration Department and one in the Street Department will be eligible for retirement in the next couple of years, along with the eligible Utilities employees. Mayor Seanger stated that he is recommending holding off on conducting the study until further information is available regarding the proposed additional LGA cuts. With Governor Pawlenty's new proposal, the City of Melrose may receive an additional LGA cut of \$166,000. If this is the case, the only way to absorb these cuts would be through service and/or staff reduction. It was the consensus of the Council to have Public Works Director Harren obtains quotes for the study. The matter will be reviewed at the Utilities Commission's March 11 and Council March 18 Regular meeting.

- b. Assistant Stearns County Highway Engineer Jodi Teich presented the proposed improvements to County Highway #13 from I-94 to the south City limits. Stearns County has completed preparing the plans and specifications for the improvements to CSAH #13 from I-94 to the south. The updated cost for the City's share of the project based on the engineer's estimate is \$7,544.38. In order to keep the plan approval process moving forward, Ms. Tiech requested the City Council give consideration to adopting the resolutions and approve entering into the cost share agreement.

Mr. Finken introduced Resolution No. 10-11, Resolution Relating to Parking Restrictions on County State Aid Highway 13 (S.P. 73-613-20) From The Southwesterly City Limits To County Road 173 Within The Limits of Melrose ([Attachment #6b\(1\)](#)). The motion was seconded by Mr. Budde with a roll call vote recorded as follows:

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

Mr. Budde then introduced Resolution No. 10-12, Resolution Approving County Project Within Municipal Corporate Limits ([Attachment #6b\(2\)](#)). The motion was seconded by Mr. Finken with a roll call vote recorded as follows:

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

Consideration was next given to approving the Agreement for CSAH 13 improvements between Trunk Highway 4 in Meire Grove and County Road 173 in the City of Melrose, MN ([Attachment #6b\(3\)](#))

A motion was made by Ms. Mayers, seconded by Mr. Klasen and unanimously carried to approve entering into the cost-sharing agreement between the City of Melrose and Stearns County for CSAH 13 improvements between Trunk Highway 4 in Meire Grove and County Road 173 in the City of Melrose, MN

A.I. #7 NEW BUSINESS

- a. Mayor Seanger reported that Police Chief John Jensen met with Prosecuting Attorney Bob Pottratz to review and establish fines for the violation of City Code. Chief Jensen stated that establishing these fines allows the Melrose Police Department to administer the fines and for the County to impose the fines for violation of City Code.

Mr. Klasen introduced Ordinance No. 2-18-2010, An Ordinance Summarizing and Reaffirming Fees for City Licenses, Permits and Services, Establishing a Schedule of Fines, and Providing for Subsequent Review, Modification and Amendment. [\(Attachment #7a\(2\)\)](#) The fees are to be set as per Exhibit A as amended. The motion was seconded by Mr. Budde, with a roll call vote recorded as follows:

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

- b. Mayor Seanger reported that Vernell Roberts, MMUA Safety Coordinator, has offered to present an employer/employee workshop on roles and responsibilities of each. The workshop would be held in Melrose and would last approximately three hours. The Utilities Commission discussed this at its February 8 meeting and is in support of the workshop and will be in attendance. The Council also expressed interest in attending. Director Harren to contact Mr. Roberts and advise the Council and Commission of possible dates.
- c. Mayor Seanger reported that the Council agendas are now being sent electronically. The Council Member's comments were favorable regarding these electronic agendas, and stated that all future agendas should be submitted in this manner. Any Council Member wishing to obtain a hard copy of documents was directed to contact City staff.
- d. Mayor Seanger stated that the Administrative Office check signer and dater is no longer working. Due to the very old technology, it was determined that the equipment could not be repaired, and replacing the current machine would be very expensive. Therefore, staff researched implementing an electronic signature which is scanned for the signature to be printed on accounts payable checks. The cost is \$800 and will be shared between the General Fund and Utilities Fund. The Utilities Commission and Council were in support of the electronic signature overlay.
- e. Mayor Seanger reported that the City's 2010 Pay Equity Report was completed by Human Resource Technician Gruber and submitted to the State of Minnesota on January 27. Staff feels that the recently reformatted and adopted job descriptions have not changed the levels of responsibility in any of the positions; therefore, it is anticipated that the City will remain in compliance with pay equity.

The most noticeable changes in the report were the elimination of the City Administrator position, exclusion of the Zoning Officer position as the position has been vacant for all of 2009 so it is not required to be reported, and the inclusion of the Police Sergeant position which was filled by Officer Craig Maus on January 18, 2007 but which had been vacant for a number of years prior. Points for this position were established using the State Job Match Evaluation System. The information will be forwarded for review. The Council tabled action on adopting the 2010 Pay Equity

Report and requested it be placed on the Council's March meeting for action.

- f. Mayor Seanger stated that when the Melrose Public Utilities entered into a lease agreement with Charter for utilizing space in the tower base, the Street Department had to find a new place for all the items that were stored in the base of the tower. In summer 2009, the Council was open to building the storage shed in the summer of 2010. At that time, the Commission had offered to apply one year's worth of lease revenue, which is \$9,000, towards the new storage building for the Street department. The estimated cost for the proposed shed is \$45,000 if contracted out. If time permits, staff would provide the labor. This project is in the Five Year Capital Improvement Plan for 2010 with \$26,000 allocated. Director Harren stated that, if the Council gives approval to proceed, staff will approach the Utilities Commission regarding their commitment to the project and obtain the required quotes. The Council directed staff to obtain quotes and present them at the next regular scheduled meeting.
- g. Mayor Seanger requested that a meeting be scheduled for 5:30 p.m. on March 11 to conduct the employee evaluations of Department Heads John Jensen, Gary Walz, Karen Thostenson, and John Harren. He recommended that as in the past, the Ad Hoc Labor & Personnel Committee will prepare the information and the Council and Utilities Commission would then perform the evaluations.
- h. Mr. Budde stated that due to the proposed additional unallotment of LGA by Governor Pawlenty, he believes it would be prudent for the Council to schedule a meeting to discuss and review actions to be taken to absorb the additional cuts. Mr. Budde noted that since the cuts seem imminent and permanent, the Council should begin now to research and discuss the various options that are available to offset the further reductions in revenue. It was suggested that while this is very crucial, it may be premature at this time until more is known regarding the actual cuts as the Legislature works through the budget. The Council to delay scheduling the meeting(s) to address cuts until more information becomes available as the Legislature continues to review and address the budget, perhaps some time in March.

A.I. #8 INFORMATIONAL ITEMS

The following informational items were then discussed:

- a. Housing and Redevelopment Authority of Melrose Financial Statement for the year ended June 30, 2009.
- b. The following is a list of upcoming schools and conferences:
 - 1) Minnesota Chiefs of Police Association-Executive Training Institute – April 12-15, 2010. Registration fee: \$325 per person. Attending: Police Chief John Jensen
 - 2) Center for Continuing Studies – Advanced Driving Skills for Law Enforcement (EVOC) – April 26, 2010. Registration Fee: \$400 per person. Attending: Police Officers Chris Swanson and Shawn Swanson
- c. Correspondence from resident regarding sidewalks.
- d. Utilities Commission's January 11 Regular Meeting minutes.
- e. Planning and Zoning Commission's January 14 Regular Meeting minutes.
- f. The City advertised for sale police forfeited vehicles (1995 Yamaha snowmobile and

a 1986 Cadillac Deville). Sealed bids were opened on February 9. There were five bids received on the snowmobile and six bids received on the vehicle. The 1995 Yamaha snowmobile was sold to the high bidder, Dave Clawson, in the amount of \$675. The 1986 Cadillac Deville was sold to the high bidder, Brian Haider, in the amount of \$600. The use of these funds is restricted to certain Police Department expenditures.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Finken, seconded by Ms. Mayers and unanimously carried that the meeting be adjourned at 7:15 p.m.

PATRICIA HAASE – CITY CLERK