

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, JANUARY 22, 2015 – 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. Gambling Resolutions:
 - 1) Resolution No. 2015-3 – Church of St. Mary's
 - 2) Resolution No. 2015-4 – Church of St. Mary's
 - 3) Resolution No. 2015-5 – Church of St. Mary's
5. Reports
 - a. Housing and Redevelopment Authority Presentation
 - b. Police Reserve Semi-Annual Report
 - c. Police Department Monthly Report
 - d. Chamber of Commerce Report
 - e. City Attorney Report
6. Action Items
 - a. Liquor License Renewal Applications:
 - 1) Intoxicating Liquor – On-Sale, Off-Sale and Sunday On-Sale (Renewal)
 - 2) Club and Sunday On-Sale (Renewal)
 - 3) Wine License & 3.2% Malt Liquor On-Sale (Renewal)
 - 4) 3.2 % Malt Liquor Off-Sale (Renewal)
 - b. Kraft Drive Ave SE / 5th Ave SE Extension
7. Old Business
 - a. Melrose Memorial Fountain
8. New Business
 - * a. Country Club Pathway / Grant Application
9. Informational Items
 - a. Schools and Conferences
 - b. Planning and Zoning Commission Meeting Minutes
 - c. Parks and Recreation Board Meeting Minutes
 - d. Secretary Mary Hollenkamp Recognition Award
 - e. LMCIT Dividend
10. Adjournment

* Amendment

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REGULAR MEETING
THURSDAY, JANUARY 22, 2015 – 6:00 P.M.**

A.I. #1 CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Melrose City Council met in a Regular Meeting on Thursday, January 22, 2015 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Dick Christenson, Tony Klasen, Josh Thieschafer and Mayor Joe Finken, City Administrator Michael Brethorst, and City Clerk Patricia Haase. Council Member Jenny Mayers was 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. Thieschafer and unanimously carried to approve the agenda as amended.

A.I. #3 OPEN FORUM

Mayor Finken then opened the floor to public comment. There were no comments.

A.I. #4 CONSENT AGENDA

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

- a. the minutes from the November 25, 2014 Special Joint Meeting with the Commission, and the January 8 Regular Meeting
- b. list of bills in the amount of \$878,341.50 (See attached list)
- c. list of investments for the month of December (See attached list)
- d. Gambling Resolutions:
 - 1) Resolution No. 2015-3, Resolution Approving Gambling License to the Church of St. Mary's for an exemption from lawful gambling license to conduct a bingo on Sunday, March 22, 2015 at 402 2nd Street SE in Melrose.
 - 2) Resolution No. 2015-4, Resolution Approving Gambling License to the Church of St. Mary's for an exemption from lawful gambling license to hold a raffle on June 27, 2015 at 402 2nd Street SE
 - 3) Resolution No. 2015-5, Resolution Approving Gambling License to the Church of St. Mary's for an exemption from lawful gambling license to hold a raffle on December 31, 2015 at 402 2nd Street SE, Melrose.

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

A.I. #5 REPORTS

- a. Housing and Redevelopment Authority (HRA) Executive Director Ernie Kociemba reported that the HRA continues to be in good financial health. Mr. Kociemba noted that each year the HRAs are given an Assessment Score based on the performance of management, physical and financial condition. This year's score was based also on a physical inspection from HUD management. The Melrose HRA received a high performer status. The Federal HUD inspector was very impressed with the overall condition of the facility, management practices and file review. The high performer status allows the HRA to garner the maximum amount of operation and capital funds possible for the size of operation. Mr. Kociemba also welcomed newly appointed Matt McDonald to the HRA Board and expressed his sincere thanks and appreciation on behalf of the HRA Board Members, the Council and the community, to Mel Roehrl who served on the board since its inception 45 years ago.
- b. Police Chief Craig Maus presented the Police Reserves Semi-Annual Report noting that the Reserves continue to do ride along on a regular basis to maintain their required hours. He reported that the Reserves assisted with crowd control during the high school football games. The Reserves currently have two members. Recruitment efforts are being pursued.
- c. Police Chief Maus presented the Police Department's December report. He noted that a total of 11 citations were issued in the month of December. There were 100 verbal warnings and three written warnings. Chief Maus stated there were 209 calls for service during this month compared to 158 for December of 2013. The year-to-date number of calls is 2717 compared to 2680 in 2013. For the month of December 2014, the Department received 11 agency assist calls.
- d. Chamber Director Dziengel gave the Chamber of Commerce report. She noted that the 2015 membership drive has begun. Tickets for the Murder Mystery Dinner Theatre are available at the local financial institutions. The cost is \$20 per person. The event is being held on February 13 and 14 at the American Legion. Dinner is served at 6:30 followed by the play "Death on the Stella Gloria". Proceeds from last year's event allowed providing two \$250 scholarships. March 28, 2015 is the date of the Home, Health, and Family Expo. The hours are from 9:00 a.m. to 1:30 p.m.
- e. During the period from December 4, 2014 through January 15, 2015, the City Attorney has not given significant attention to any projects on behalf of the City.

AI #6 ACTION ITEMS

- a. Consideration was given to approval of the following renewal liquor license applications:
 - 1) Intoxicating Liquor:
 - a. License #1 – Scott Wiehoff DBA Scooter's Tavern – On and Off Sale, License #5 – Sunday On Sale
 - b. License #2 – LKMTA Inc. DBA Anthems @ MP's – On Sale
 - c. License #3 – Melrose Bowl Inc. DBA Melrose Bowl – On Sale, and License #3 – Sunday On Sale

- d. License #4 – The Dam, Inc. DBA The Dam Bar – On Sale, License #2 – Off Sale, License #4 – Sunday On Sale
- e. License #5 – Melrose Place LLC DBA Middy’s Bar – On Sale, License #3 – Off Sale, License #7 – Sunday On Sale
- f. License #4 – LQR, Inc. DBA SPIRITZ Off Sale Liquor – Off Sale
- g. License #6 – Meadowlark Country Club – On Sale, and License #2 – Sunday On Sale
- h. License #7 – Ana Hernandez DBA El Portal – On Sale, License #6 – Sunday On Sale
- i. License #5 – Coborn’s Inc. DBA Coborn’s Liquor – Off Sale
- 2) Club and Sunday On Sale:
 - a. License #1 – American Legion Post #101 – Club On Sale License, and License #1 – Sunday On Sale
- 3) Wine License:
 - a. License #1 – John Dough’s Pizza – Wine License & 3.2% On Sale Malt Liquor
 - b. License #2 – Martinez Meat & Grocery – 3.2% On Sale Malt Liquor
- 4) 3.2% Off Sale Malt Liquor License
 - a. License #1 – Martinez Meat & Grocery – 3.2% Off Sale Malt Liquor

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

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

The licenses will be effective March 1, 2015 to March 1, 2016.

A motion was made by Mr. Christenson approving the liquor license renewal applications contingent upon receipt of all necessary documentation and payment of all necessary fees. The motion was seconded by Mr. Klasen with a roll call vote recorded as follows:

FOR: Council Members Christenson, Klasen, Thieschafer and Mayor Finken
 AGAINST: None
 ABSENT: Council Member Mayers

- b. Mayor Finken noted that the Council directed WSB & Associates to develop cost estimates and preliminary engineering for the Kraft Drive SE project for work to be completed in 2015. The project would follow Kraft Drive SE from the intersection of 2nd Ave SE / Kraft Drive SE and Kraft Drive SE / 12th Ave SE (ie. Tesoro Gas Station eastward along Kraft Drive SE to the dead end). The project from 2nd Ave SE to 5th Ave SE would be a reconstruction. This would allow for the lowering of the road and improving the drainage into the businesses along that stretch. Curb and gutter would be added on both sides of Kraft Drive SE from 2nd Ave SE to 5th Ave SE. Sidewalk would also be added on the south side of Kraft Drive SE from 2nd Ave SE to 5th Ave SE. There would be no sidewalk on the north side of Kraft Drive SE.

From 5th Ave SE to 12th Ave SE, a reclamation project would occur. Additional striping would be placed along Kraft Drive SE to allow for a bike lane on the north side of Kraft Drive SE from 5th Ave SE to 12th Ave SE.

There are two options available to the Council to consider: Option 1 - reconstruction from 2nd Ave SE to 5th Ave SE and reclaim from 5th Ave SE to 12th Ave SE; or Option 2 - reconstruct 2nd Ave SE to 5th Ave SE and mill and overlay from 5th Ave SE to 12th Ave SE. The estimated life difference is approximately 10 years longer with a reclamation project. The cost estimate to complete the project, including engineering, is as follows:

- Mill and Overlay: \$1,145,100
- Reclamation: \$1,303,900

The initial rough staff estimate prepared by the former Public Works Director was \$828,000 for a mill and overlay project. Based on the cost of the two options, it is recommended to delay the 5th Ave SE from I-94 to Kraft Drive SE to a later date. Initial cost estimates for this project were estimated at \$212,000; however, based on the new estimates, a better estimate for the 5th Ave SE project is \$350,000. A solid estimate for that was not completed by the Engineer. It is recommended to delay the 5th Ave SE project until a larger project is needed.

The Council reviewed the options along with the associated costs. It was the consensus of the Council that widening the intersection would elevate some of the traffic issues at this location. The Council also weighed the cost benefits of lowering the road, adding a sidewalk and curb and gutter. It was the opinion of the Council that these options were not cost effective and the monies could be better used towards other infrastructure projects.

After further discussion, a motion was made by Mr. Thieschafer, seconded by Mr. Klasen and unanimously carried to approve the widening of the Kraft Drive SE intersection to include a right turn lane, left turn lane and a thru-lane, reclaim from 2nd Ave SE to 5th Ave SE and Mill and Overlay from 5th Ave SE to 12th Ave SE, authorizing WSB & Associates to prepare the bids and specifications for the project as described, and to delay the 5th Ave SE project. The Council, by consensus, eliminated the lowering of the street and adding the sidewalk and curb and gutter to the project. The sidewalk was directed to go to the Parks Board for their consideration and comment about locating the sidewalk on 4th Ave SE.

A.I. #7 OLD BUSINESS

- a. Mayor Finken stated that the Council, at its November 20, 2014 meeting, directed staff to replace the fountain that was destroyed this past summer. The Council authorized up to \$7,500 for the purchase of a standard replacement. Two quotes were received for the fountain, with the low bid of \$6,513.70. This also includes a custom LED light kit that will allow for the lights to fade in and out throughout the times of operations.

A motion was made by Mr. Christenson authorizing the purchase of the fountain from Freshwater Farms of Ohio in the amount of \$6,513.70. The motion was seconded by Mr. Thieschafer with a roll call vote recorded as follows:

FOR: Council Members Christenson, Thieschafer, and Mayor Finken
 AGAINST: Council Member Klasen
 ABSENT: Council Member Mayers

A.I. #8 NEW BUSINESS

- a. Mayor Finken noted that in an effort to increase health and welfare for the people of Melrose, it is proposed to apply for a grant with Blue Cross Blue Shield (BCBS). Staff and the Parks and Recreation Board have reviewed the various trail networks in town and suggest the following for approval for the grant application:

Blue Cross Blue Shield - Grant Draft Budget - Trails		
	Cash	In-kind
10 X 250 Meadow Lark connection – Base / Correction	\$ 5,100 \$ 1,500	
Melrose - Inkind prep and install		\$ 2,000
10 X 1100 Country Club Pathways Base / Correction	\$ 22,440 \$ 6,000	
Melrose - Inkind prep and install		\$ 5,500
3 X Benches Cement	\$ 1,800 \$ 200	
Melrose - Inkind prep and install		\$ 1,000
Signage / Health	\$ 1,000	
Cost Totals / seperated by cash and in-kind	\$ 38,040	\$ 8,500
Grand Total	\$ 46,540	
Grant Funded	\$20,000	
City Budgeted Trails work 2015	\$8,000	
City In-Kind		\$7,000
Funds	\$28,000	\$ 7,000
Grand Total Funds Funds Available plus In-kind	\$35,000	
Short Fall (\$ monies needed to cover remaining costs)	\$ 11,540	

The grant funds available would equal a maximum of \$20,000.

The application deadline for the grant is February 12, 2015; award notification - March 6, 2015; and work to start - summer 2015.

A motion was made by Mr. Christenson, seconded by Mr. Thieschafer and unanimously carried authorizing the application for the BCBS Active Places grant and to allocate funds for the shortfall (estimated at \$11,540) and approve the proposed outline of the project Trail Connections.

A.I. #9 INFORMATIONAL ITEMS

The following informational items were then discussed:

- a. The following are schools and/or conferences where registrations were made:
 - 1) The Art of De-Escalation & The 20 Minute Tabletop Exercise - January 20
Attending: City Administrator Mike Brethorst
 - 2) Focus Faster and Use Time Tenaciously – January 22 Attending: Planning and Development Director Gary Walz and Human Resource Coordinator Diane Gruber
- b. Public Utilities Commission's December 8, 2014 Regular Meeting minutes.
- c. Parks and Recreation Board's December 18, 2014 Regular Meeting minutes.
- d. On January 7, Secretary Mary Hollenkamp received her 25-year recognition award of \$100 as outlined in City Personnel Policy – Employee Recognition Program. Ms. Hollenkamp is to be commended for her years of service.
- e. The City has received a check for a 2014 property/casualty dividend in the amount of \$16,807 from the League of Minnesota Cities Insurance Trust (LMCIT). The City's share of the dividend is determined by premiums paid, years in the program, etc.

A.I. #10 ADJOURNMENT

A motion was made by Mr. Klasen, seconded by Mr. Christenson and unanimously carried that the meeting be adjourned at 7:25 p.m.

PATRICIA HAASE – CITY CLERK