

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, APRIL 16, 2015 – 5:30 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. Ambulance Bad Debt Accounts
 - e. Fire Department Bad Debt Accounts
 - f. Donation Resolutions:
 - 1) Resolution No. 2015-15, Donations to Tri-Cap Bus Service
 - 2) Resolution No. 2015-16, Donation to Melrose Fire Department
 - * 3) Resolution No. 2015-19, Donation to the Melrose Chamber Beautification Project
 - * g. Temporary On-Sale 3.2% Malt Liquor License
 - * h. Gambling Resolution:
 - 1) Resolution No. 2015-18, Melrose Area Chamber of Commerce
5. Public Hearing
 - a. Wellhead Protection Plan
6. Reports
 - a. Planning and Zoning Commission
 - b. Police Department Monthly
 - c. City Attorney Report
7. Action Items
 - a. Resolution No. 2015-17, Wellhead Protection Policy and Approval of Plan (Part 2)
 - b. Community Festival License
 - c. Police Department Personnel Step Increases
 - d. Cartegraph Pavement Management System
8. Old Business
 - a. Kraft Drive Micro Surfacing

9. New Business

- a. Animal Licenses
- b. Police Officer Hire

10. Informational Items

- a. Schools and Conferences
- b. Utilities Commission Meeting Minutes
- c. Parks and Recreation Board Meeting Minutes
- d. 2015 Tax Capacity Rate Information
- e. Emergency Medical Services Week
- f. Building Permit Summary Log – First Quarter 2015
- g. Planning & Zoning Commission Meeting Minutes

11. Adjournment

* Amendments

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, APRIL 16, 2015 – 5:30 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 16, 2015 at 5:30 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Tony Klasen, Dick Christenson, and Josh Thieschafer, Mayor Joe Finken, City Administrator/Treasurer Michael Brethorst and City Clerk Patti 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. Thieschafer, seconded by Mr. Klasen and unanimously carried to approve the agenda as amended.

A.I. #3 OPEN FORUM

Mayor Finken then opened the floor to public comment. Gerry Osendorf requested the Council look into the noise pollution caused by the reefers in Jennie-O Turkey Store's parking lot. The recent (Avian) bird flu epidemic has caused Jennie-O to increase production at the Melrose plant and consequently to park its reefer trucks overnight in their parking lot. Mr. Osendorf stated that he is not anti-celebration, anti-bars, or anti-business; however, he is concerned of the harmful noise pollution and is asking the Council to find a solution to alleviate the noise problem.

A.I. #4 APPROVAL OF CONSENT AGENDA

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

- a. the minutes from the Council's March 16 Special Joint Meeting with the Utilities Commission, the March 19 Regular Meeting, the March 19 Special Joint Meeting with the Parks and Recreation Board, and the April 1 Special Joint Meeting with the Parks and Recreation Board.
- b. list of bills in the amount of \$144,708.21. (See attached list)
- c. list of investments for the month of March. (See attached list)
- d. Ambulance Department uncollectible accounts in the amount of \$4,933.80 have been submitted to Revenue Recapture, collections, or written off. A complete list of accounts is on file at the City Office.
There was also a total of \$2,888.64 collected from account holders during this quarter.

- e. Fire Department uncollectible accounts in the amount of \$1,375 have been submitted to Revenue Recapture, collections, or written off. A complete list of accounts is on file at the City Office.
There was also a total of \$300.51 collected from account holders during this quarter.
- f. Donation Resolutions:
 - 1) Resolution No. 2015-15, donation from Kurt & Mary Schwieters, Freeport State Bank, Melrose Pharmacy, Stearns Electric, Central Minnesota Credit Union, Patrick & Juliann Heller, and Arvig Communications towards the Tri-Cap bus service.
 - 2) Resolution No. 2015-16, donation in the amount of \$50 towards the Melrose Fire Department.
 - 3) Resolution No. 2015-19, donation in the amount of \$50 towards the Melrose Chamber Beautification Project.
- g. The Council to give consideration to approval of the following Temporary On-Sale 3.2% Malt Liquor License application:
 - 1) Melrose Chamber of Commerce for the Riverfest Celebration - June 26-27, 2015
Approval of the license should be contingent upon receipt of the necessary certificates of insurance as to dram shop and general liability coverage.
- h. Gambling Resolution:
Resolution No. 2015-18, Resolution Approving Gambling License to the Melrose Area Chamber of Commerce for an exemption from lawful gambling license to conduct a bingo on June 26-27, 2015 at the Riverfest Celebration at 206 5th Ave NE in Melrose.

A motion was made by Mr. Thieschafer, seconded by Mr. Christenson and unanimously carried to approve the consent agenda items.

A.I. #5 PUBLIC HEARING

- a. The Council opened the Public Hearing at 6:03 p.m. to discuss issues and address all comments related to the City of Melrose Wellhead Protection Plan.

City Administrator Brethorst presented the Affidavit of Publication of the Hearing Notice which was published in the Melrose Beacon on April 1, 2015.

Aaron Meyer with Minnesota Rural Water Association stated that as required in the Minnesota Wellhead Protection Rule (part 4720.5350., subparts 1-3), the City of Melrose is in the process of developing a Wellhead Protection Plan for its drinking water supply wells. Staff and team members have completed the Wellhead Protection Plan, Part 2. This portion of the Plan includes information pertaining to:

- 1. The inventory of potential contaminants of concern within the drinking water supply management area;
- 2. The data that was considered in the portion of the Plan;
- 3. Issues, problems, and concerns within the drinking water supply management area;

4. Goals, objectives, and action strategies to address the issues and concerns within the drinking water supply management area;
5. A Plan evaluation strategy; and
6. A contingency strategy in the event of water system disruption.

The completed Plan will be submitted to the Minnesota Department of Health for review and approval.

Mayor Finken asked for public comment or questions. There being none, the Public Hearing was closed at 6:09 p.m.

A.I. #6 REPORTS

- a. Planning and Development Director Walz reported on the Commission's April 13 Regular Meeting. Mr. Walz noted that the Commission, along with staff, continued its participatory review of another portion of the draft Zoning Ordinance. Director Walz addressed the Council regarding differentiating between the role of the City of Melrose Code of Ordinances and the City of Melrose Zoning Ordinance No.1989-1-A, as amended, and adopted by reference as Chapter 153 of the City of Melrose Code of Ordinances. He illustrated that conflicts due occasionally occur between the two documents. Furthermore, he noted that when both the City Code and the Zoning Ordinance address a particular matter, it should eventually be resolved by having it addressed only in one document or the other.
- b. Police Chief Craig Maus presented the Police Department's March report. He noted there were 249 calls for service during that month compared to 196 for March 2014. A total of 27 citations were written for the month of March. The year-to-date number of calls is 677 compared to 504 in 2014. For the month of March 2015, the Department received 28 agency assist calls.
- c. During the period from March 12, 2015 through April 8, 2015, the City Attorney has not given significant attention to any projects on behalf of the City.

A.I. # 7 ACTION ITEMS

- a. Mayor Finken commented that the State of Minnesota Department of Health Wellhead Protection Program is requiring all public water suppliers to develop local wellhead protection plans. The City has addressed all 12 elements. The Council to give consideration to adopting Resolution No. 2015-17, Wellhead Protection Policy and Approval of Plan (Part 2). The purpose of the resolution is to approve the Wellhead Protection Plan for the City's wells.

A motion was made by Mr. Thieschafer, seconded by Mr. Christenson and unanimously carried to adopt Resolution No. 2015-17, Wellhead Protection Policy and Approval of Plan (Part 2).

- b. The Council next gave consideration to approval of a Community Festival License – Public Property to Martinez Meat & Grocery for Saturday, May 9. The event will be held outdoors and a portion of 5th Avenue SE and Main Street will be closed. This event must comply with City Code Chapter 113.23 (D) which deals with Community Festivals – Public Property. Police Chief Maus and City Administrator Brethorst have reviewed the Community License Application and recommend approving the application.

A motion was made by Mr. Christenson, seconded by Mr. Thieschafer and unanimously carried approving the Community Festival License – Public Property to Martinez Meat & Grocery for Saturday, May 9 contingent upon complying with City Code Chapter 113.23 (D).

- c. 1) On May 9, Police Chief Maus will complete his first year of service as Police Chief. City Administrator Brethorst has conducted a review and it is favorable, therefore, recommends approval of a step increase from Step 4 (\$67,414.75/year) to Step 5 (\$70,479.06/year).

A motion was made by Mr. Christenson, seconded by Mr. Klasen and unanimously carried approving Chief Maus' increase.

- 2) Police Officer Matt McDonald will complete one year of service June 14. Police Chief Maus conducted a review and it is favorable, therefore, recommends approval of a step increase from Start (\$21.05/hour) to Step 1 (\$22.10/hour).

A motion was by Mr. Thieschafer, seconded by Mr. Klasen and unanimously carried approving Mr. McDonald's step increase.

- 3) Police Officer John Hiltunen will complete one year of service on June 5. Police Chief Maus conducted a review and it is favorable, therefore, recommends approval of a step increase from Step 3 (\$24.21/hour) to Step 4 (\$25.26/hour).

A motion was made by Mr. Christenson, seconded Mr. Klasen and unanimously carried approving Officer Hiltunen's step increase.

- d. Mayor Finken stated that WSB & Associates has submitted a proposal for the Pavement Management Work Plan. It is proposed that this project be billed hourly on a cost not to exceed basis with total cost not exceeding \$25,221. WSB & Associates staff will develop a pavement management database using Cartegraph. WSB & Associates will complete pavement inspections in the City and will work with City staff to develop different budget scenarios that can most accurately represent the City's existing pavement management program and how modification can be integrated to optimize the existing system. Staff is in the process of obtaining a second quote and is, therefore, recommending this item be table until next month. The Council, by consensus, was in agreement to table action on this item.

A.I. #8 OLD BUSINESS

- a. Mayor Finken stated that the Council, at its April 1 meeting, approved performing a micro-seal of Kraft Drive from 5th Ave SE to 12th Ave SE. In accordance to City policy, two quotes were solicited. The low bidder was ASTECH in the amount of \$46,200. The second bid received was from Fahrner in the amount of \$57,089.

A motion was made by Mr. Klasen, seconded by Mr. Christenson and unanimously carried awarding the bid to ASTECH.

Administrator Brethorst stated that since this is a relatively new process and this will be the first time the City has utilized this technique, staff is recommending purchasing a two-year performance bond. The estimated cost for a performance bond for a project of this size is approximately \$500.

A motion was made by Mr. Christenson, seconded by Mr. Thieschafer and unanimously carried authorizing the purchase of a performance bond for the micro-sealing project.

A.I. #9 NEW BUSINESS

- a. Mayor Finken noted that animal licenses will be issued from May 1-31 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 \$20 if not spayed or neutered.
- * The dog or cat owner is subject to a penalty of \$5 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.

- b. Mayor Finken stated that Police Chief Maus has become aware that there is the potential for one of the current Police Officers to obtain employment with another law enforcement department in another state; however, he has not received a formal resignation to-date. Once formal resignation is given, the Department would be down to two full-time Officers and the Chief. There are also three part-time Officers with limited availability. One of the current full-time officers will also be leaving for military duty in August returning in December; therefore, Chief Maus is requesting approval to proceed with posting for a Police Officer upon confirmation of the resignation versus having to wait until the Council's May meeting to get approval.

A motion was made by Mr. Thieschafer, seconded by Mr. Christenson and unanimously carried authorizing to staff beginning the hiring process (posting) of a Police Officer upon the resignation of one current full-time Officer.

A.I. #10 INFORMATIONAL ITEMS

The following informational items were discussed:

- a. The following is a list of upcoming schools and conferences:
 - 1) Safety & Loss Control Workshop in St. Cloud. Attending – Police Chief Craig Maus on March 26 and Human Resource Coordinator Diane Gruber on April 7.
 - 2) Sister Cities International 59th Annual Conference - Bridging Generations for Peace – July 16-18 in Minneapolis. Registration fee: \$550 per person.
- b. Utilities Commission’s March 16 Regular Meeting minutes.
- c. Parks and Recreation Board's March 10 Regular Meeting minutes.
- d. 2015 Tax Capacity Rates for Stearns County.
- e. EMS week is May 17-23, 2015. This year’s theme is “EMS Strong”. Randy Dufner, Andy Rademacher, and Brenda Wenker will be recognized for 20 years of service. Nikki Spaeth will be acknowledged for 10 years of service and Holly Berscheit and Natasha Hennen will each be recognized for five years of service.
- f. The Building Permit Summary Log for First Quarter 2015. The total number/value of building permits issued in the first quarter for the past five years were:

<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
15 permits	12 permits	7 permits	23 permits	17 permits
\$497,792	\$297,027	\$48,878	\$215,560	\$138,527
- g. Planning and Zoning Commission's March 2 Regular Meeting minutes.

A.I. #11 ADJOURNMENT

A motion was made by Mr. Thieschafer, seconded by Mr. Klasen and unanimously carried that the meeting be adjourned at 6:25 p.m.

PATRICIA HAASE – CITY CLERK