

**MELROSE CITY COUNCIL  
REGULAR MEETING  
THURSDAY, MARCH 19, 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. Donation Resolution:
    - 1) Resolution No. 2015-10, Donations to Tri-Cap Bus Service
5. Reports
  - a. Stearns County Assessor
  - b. Police Department Monthly
  - c. Planning and Zoning Commission Meeting
  - d. City Attorney Report
- 5A. Recognitions
  - a. Proclamation - Melrose Area Boys Basketball 2015 Class 2A State Championship Title
  - b. Certificate - Melrose Gymnast Mady Brinkman (Class A State Beam Champion)
6. Action Items
  - a. Resolution No. 2015-11, A Resolution Supporting Dedicated State Funding for City Streets
  - b. Resolution No. 2015-12, A Resolution in Support of Legislation Establishing an Early Voting Process for Voters in Minnesota
  - c. Telecommuting Policy
7. Old Business
  - a. Resolution No. 2015-13, Resolution Approving Plans and Specifications and Ordering Advertisement for Bid for the 2015 Kraft Drive Mill and Overlay Improvements
8. New Business
  - a. Software Purchase
9. Informational Items
  - a. Planning and Zoning Meeting Minutes
  - b. MADA/COC Meeting Minutes
  - c. Parks and Recreation Board Meeting Minutes
10. Adjournment

**MELROSE CITY COUNCIL  
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THURSDAY, MARCH 19, 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, March 19, 2015 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Tony Klasen, Jenny Mayers, Dick Christenson, and Josh Thieschafer, Mayor Joe Finken, City Administrator/Treasurer Michael Brethorst and City Clerk Patti Haase. Mayor Finken presided thereat.

The Council then recited the Pledge of Allegiance.

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

A motion was made by Ms. Mayers, seconded by Mr. Christenson and unanimously carried to approve the agenda as submitted.

**A.I. #3 OPEN FORUM**

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

**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 February 19 Regular Meeting and the February 19 Special Joint Meeting with Area Township and City Officials.
- b. list of bills in the amount of \$ 191,785.81. (See attached list)
- c. list of investments for the month of February. (See attached list)
- d. Resolution No. 2015-10, donation from State Farm Insurance, Gilbert & Sally Klaphake, Melrose Electric, Donald & Kathryn Andersen, Mel & Ann Roehrl, Central Minnesota Credit Union, Wif & Bernette Finken, Loren & Sharon Meyer, Dante & Jamie Beretta, Selvin Gonzalez Vega & Lindsey Chimielewski, Chris & Denise Moellentine, James & Nancy Mohs, VFW Auxiliary, Eric & Tessa Beuning toward the Tri-Cap bus service.

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

## **A.I. #5 REPORTS**

- a. Stearns County Appraisers Don Ramler and Deb Haus provided an update on valuation changes and other items pertaining to the assessment process. Stearns County Appraiser Don Ramler noted that there were only two commercial property sales for the period of October 1, 2013 through September 30, 2014. Ms. Haus presented data for the residential property sales for the period of October 1, 2013 through September 30, 2014. There were 33 residential property sales that occurred during this period of which two were vacant lots. The full report is on file at the City Center. Mr. Ramler and Ms. Haus will be available to answer questions regarding the 2015 estimated market values and tax classifications of city properties at the Melrose City Center on Tuesday, April 7, 2015 from 4:00 p.m. to 5:00 p.m.
- b. Police Chief Craig Maus presented the Police Department's February report. He noted there were 220 calls for service during that month compared to 176 for January 2014. A total of 21 citations were written for the month of February. The year-to-date number of calls is 427 compared to 307 in 2014. For the month of February 2015, the Department received 27 agency assist calls.
- c. Planning and Development Director Walz and Council/Commission Member Klasen reported on the Commission's March 2 Regular Meeting. The meeting focused mainly on the review of the Zoning Ordinance.
- d. City Attorney Scott Dymoke reported on projects he has been working on for the City:
  - West Substation Utility Easements: Received additional information from City staff regarding property owners affected by utility easements. Revised easement agreements to incorporate new information and forwarded to City staff for execution
  - Riverside Avenue Right-of-Way Easements: Reviewed request for subdivision information submitted to City staff. Proposed subdivision request conflicted with prior subdivisions. Reviewed right-of-way easements on file with the County Recorder and determined that proposed subdivision incorrectly located right-of-way of Riverside Avenue. Forwarded easement documents and findings to City staff.

## **A.I. #5A RECOGNITIONS**

- 5A. Mayor Finken recognized the Melrose Boys Basketball Team for winning the 2014-2015 Class 2A State Basketball Championship on Saturday, March 14 at the Target Center. Thursday, March 19, 2015 is proclaimed as Melrose Boys Basketball Day. Mayor Finken then read the proclamation and presented each of the coaches and team members with the proclamation. They were given a standing ovation by Council members, staff, and attendees.

A motion was made by Mr. Christenson, seconded by Ms. Mayers and unanimously carried to adopt a proclamation proclaiming Thursday March 19, 2015 as Melrose Boys Basketball Day and congratulating the Melrose Dutchmen and the coaching staff on the 2014-2015 Class 2A Boys State Basketball Championship.

- 5B. Mayor Finken then presented Mady Brinkman a Certificate – 2015 Minnesota State High School Balance Beam Champion. Mayor Finken, Council members, staff and attendees gave Ms. Brinkman a standing ovation for her brilliant performance and dedication to the gymnastic program.

### **A.I. #6 ACTION ITEMS**

- a. Mayor Finken noted that the League of Minnesota Cities and the Minnesota Association of Small Cities is encouraging all Minnesota Cities to pass a Transportation Resolution in support of a new dedicated state funding source for our city streets. Administrator Brethorst stated that more than 700 cities with population of 5,000 or less are ineligible for dedicated Highway User Tax Distribution Fund dollars, and rely on local property taxes and other local income sources for funding of street maintenance. Mr. Klasen inquired if the additional funding would come from an increase in the gas tax or other tax increases. It was not determined at this point in the legislative process exactly how this would be funded.

Mr. Thieschafer introduced Resolution No. 2015-11, A Resolution Supporting Dedicated State Funding for City Streets. The motion was seconded by Ms. Mayers with a roll call vote recorded as follows:

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

- b. The League of Minnesota Cities is encouraging all Minnesota cities to pass a resolution supporting a true early voting system. City Clerk Haase noted the intent of the legislation is to allow voters to place their voted ballot directly into the ballot tabulator, thereby reducing the rise of voter errors. Ms. Haase noted that currently the County processes the absentee ballots and was not sure how the early voting process would be handled. If the City were to conduct the early voting, costs would be incurred for additional election judge staffing.

The resolution failed as the Council did not bring the resolution to the floor for a vote.

- c. The Council then reviewed a draft Telecommuting Policy which is a work arrangement that permits employees to work off-site in their homes for part or all of a workweek in special circumstances such leaves as maternity, care of a sick child, spouse, etc. and/or other extended leaves. Each leave would require City Administrator and/or Appointing Authority approval. The employee would need to complete the Application to Telecommute. Mr. Klasen commented that he would like to see a clause added requiring a medical note be provided by the employee's physician.

A motion was made by Mr. Christenson, seconded by Mr. Klasen and unanimously carried concurring with the Commission adopting the Telecommuting Policy as amended.

## **A.I. #7 OLD BUSINESS**

- a. WSB & Associates has submitted the Preliminary Opinion of Probable Cost for the Kraft Drive Mill and Overlay Project. Mike Nielson with WSB presented costs at an estimated \$429,800. This would include bituminous sawcut, bituminous removal, re-compaction of base and bituminous patching, improving turn radius at the northwest corner of 5<sup>th</sup> Avenue SE intersection, and 2" overlay, 3" overlay (over existing ag base) on the north shoulder from 5<sup>th</sup> Avenue SE to 12<sup>th</sup> Avenue SE, 6" bituminous for turn radius improvements. Mr. Christenson stated that it may be in the best interest to further review the existing data prior to making a determination.

A motion was made by Mr. Christenson to table this matter at this time and to bring it before the Council at a special meeting or at its next regular meeting to allow for future review of project. The motion was seconded by Mr. Thieschafer with a roll call vote recorded as follows:

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

## **A.I. #8 NEW BUSINESS**

- a. Finance Director Beuning stated that City staff has spent approximately six months discussing and looking into a new accounting and utility billing software. After an initial email message to municipalities in Minnesota for recommendations, a number of vendors were reviewed until four were decided upon to look into further. Requests for proposals were received from three of those vendors and demonstrations were viewed from each.

Staff contacted a number of references to get the best information of each of the vendors to be sure we were meeting our due diligence on finding the right software to fit the needs of the City. It was focused on finding a system that will be able to provide all technologic needs to bring us up to speed, but yet focused on not overshooting and getting more than a city of our size needs.

From there, it was narrowed down to one vendor that best suited the City's needs as well as budget constraints. Areas particularly focused upon were better reporting features, more advanced technology, increased efficiency for staff, and to reduce the need for manual reporting and adjustments which will also reduce the risk of errors.

It is proposed to the Council to approve the switch to Civic Systems, LLC. Civic Systems serves over 250 municipalities and 300 utilities throughout the Midwest over the last 30 years. The contract with ACS/Xerox ends on September 28, 2015 and Civic Systems was confident that they would be able to meet that deadline to have us fully converted by that point.

The total cost of investment for the proposed system is approximately \$77,400. The investment cost will be paid over two years at 0% interest.

37% to General for a cost of \$28,640  
62% to Utilities with a cost of \$48,760

The annual cost is estimated to be \$7,595  
(\$2,950 to General and \$4,645 to Utilities)

The current annual payments to ACS, averaged over the last three years, are approximately \$24,814. If the City switches to Civic Systems, an estimated savings of almost \$16,000 over five years and \$104,000 over 10 years would be realized.

The City's server that supports the ACS software is nearing five years of age. This piece of equipment is planned to be replaced / upgraded every five years. Staff is working with a vendor to develop a cost for the replacement of the server or conversation. This would occur the same time conversion to Civic would occur, if approved. The cost estimates and process would be determined prior to the June 2015 Council and Utilities Commission meetings.

A motion was made by Ms. Mayers, seconded by Mr. Christenson and unanimously carried concurring with the Commission approving the switch to Civic Systems software package at the cost noted.

#### **A.I. #9 INFORMATIONAL ITEMS**

The following informational items were discussed

- a. Planning and Zoning Commission's January 26 Regular Meeting minutes.
- b. MADA/COC's January 21 Regular Meeting minutes.
- c. Parks and Recreation Board's January 21 Regular Meeting minutes.
- d. Working Together for a Cure will be held at the Sauk River Park on Saturday, May 30, 2015 from 11:00 a.m. until 11:00 p.m.

#### **A.I. #10 ADJOURNMENT**

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

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PATRICIA HAASE - CITY CLERK