

**MELROSE CITY COUNCIL  
REGULAR MEETING  
THURSDAY, APRIL 11, 2019 – 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 Resolutions:
    - 1) Resolution No. 2019-23, Donation from Roving Hillbillies
    - 2) Resolution No. 2019-24, Donation from Stearns Electric Association Trust
    - \* 3) Resolution No. 2019-25, Donation from Melrose American Legion Post 101
  - e. Ambulance Bad Debt
  - f. Fire Department Bad Debt
  - g. Police Officer McDonald Step Increase
  - \* h. EMT Appointment
5. Reports
  - a. Police Department Monthly
  - b. City Attorney Report
  - c. Community Development Director Update
6. Action Items
7. Old Business
  - a. Kraft Lot Development
  - b. HVAC System
  - c. Potential Purchase of Tax Forfeited Property
8. New Business
9. Informational Items
  - a. Utilities Commission Meeting Minutes
  - b. Stearns County Attorney's Office Report
10. Adjournment

\* Amendments

**MELROSE CITY COUNCIL  
REGULAR MEETING  
THURSDAY, APRIL 11, 2019 – 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, April 11, 2019 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Tony Klasen, Justin Frieler, Mark Hill, Travis Frieler, and Mayor Joe Finken, Acting City Administrator/Finance Director Tessa Beuning, and City Clerk Patti Haase. Mayor Finken presided thereat.

Also in attendance were American Government students from the Melrose Area Public High School.

The Council then recited the Pledge of Allegiance.

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

A motion was made by Mr. Hill, seconded by Mr. Travis Frieler 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 APPROVAL OF CONSENT AGENDA**

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

- a. The minutes from the March 21 Regular Meeting
- b. List of bills in the amount of \$144,233.74 (See attached list)
- c. List of investments for the month of March (See attached list)
- d. Donation Resolutions:
  - 1) Resolution No. 2019-23, Donation in the amount of \$500 from Roving Hillbillies Snowmobile Club, St. Rosa/Freeport to the Melrose Fire Department
  - 2) Resolution No. 2019-24, Donation in the amount of \$800 from Stearns Electric Association Trust to the Melrose Fire Department for equipment purchase
  - 3) Resolution No. 2019-25, Donation in the amount of \$1,000 from the Melrose American Legion Post 101 towards the Riverfest Celebration
- e. Ambulance Department uncollectible accounts. There was a total of \$3,301.28 collected from account holders during this quarter.
- f. Fire Department uncollectible accounts in the amount of \$200 has 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 \$200 collected from account holders during this quarter.
- g. On May 6, Police Officer Matt McDonald will complete four years of service. Police Chief Craig Maus conducted a review and it is favorable; therefore, recommends approval of a step increase from Step 4 to Step 5.

- h. Ambulance Coordinator Jenn Tschida is requesting Mia Meyer be appointed to the Department contingent upon her passing her test which will be early May.

The Council to take action approving Ms. Meyer to the Ambulance Department contingent upon passing her written test and a pre-employment physical.

A motion was made by Mr. Hill, seconded by Mr. Justin Frieler and unanimously carried to approve the Consent Agenda items.

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

- a. Police Chief Maus presented the Police Department's March 2019 report. He noted there were 426 calls for service during that month, compared to 406 for March 2018. There were 112 verbal warning and 20 written warning. A total of 60 citations were written for the month of March. The year-to-date number of calls is 1151 compared to 1086 in 2018. For the month of March, the Department received 26 agency assist calls.
- b. City Attorney Scott Dymoke reported on projects he has been working on for the City:
- Rahn Properties: Worked with City staff to prepare proposed letter of agreement and resolutions for proposed development.
  - Auditor's Opinion Letter: Reviewed applicable City records & files and prepared opinion letter to the City Auditor.
  - Charter Franchise Agreement: Discussed additional changes to franchise agreement with Charter representatives.
  - Both properties that had been issued Nuisance Orders had come into compliance prior to going to court.
- c. Community Development Director Atkinson reported the various projects staff has been working on, many related to prior and upcoming meetings. Staff is working on four rezonings: St. Mary's Church, St. Paul's Lutheran Church, Mayers' lot west of Melrose Truck Repair and Dufner Mini Storage. The draft of the Outdoor Seating Ordinance will be presented at the May Council meeting. Ms. Atkinson provided an update on the 1<sup>st</sup> Quarter Building Permits.

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

None

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

- a. On April 9, the Council held a Special Joint Meeting with MADA to review the development proposal for the Kraft lot. Both MADA and the Council approved the financial assumption dated "3.16.19". The Council approved for Traci Ryan with Ryan Consulting to draft a Letter of Intent to demonstrate commitment of both parties.

A motion was made by Mr. Travis Frieler, seconded by Mr. Hill and unanimously carried to approve the Letter of Intent as presented.

- b. The Council discussed the HVAC system and a potential change order to the project. Staff met with SEH and Mission Mechanical and they are recommending the addition of the humidification units. The change order is in the amount of \$23,184. The Public Utilities Commission, at its April 8 meeting, approved the change order with the \$1,925 deduction for electing to go with the Carnes humidifiers.

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried concurring with the Public Utilities Commission.

- c. At a Special Joint Meeting held on April 9, the Council and MADA discussed potentially purchasing tax-forfeited property. Community Development Director Atkinson stated that she was unable to finalize all the details to present to the Council.

A motion was made by Mr. Klasen, seconded by Mr. Travis Frieler and unanimously carried to table the discussion until the April 23 Special Meeting.

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

None

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

The following informational items were reviewed:

- a. Utilities Commission's March 11, 2019 Regular Meeting minutes.
- b. Stearns County Attorney Janelle Kendall has provided the Annual Misdemeanor Prosecution Report and Stearns County Diversion Program Report.

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

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried that the meeting be adjourned at 6:20 p.m.

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PATRICIA HAASE – CITY CLERK