

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, FEBRUARY 20, 2020 – 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. 2020-8, Melrose 1 Stop
 - 2) Resolution No. 2020-9, Melrose NAPA Autor Parts
 - 3) Resolution No. 2020-10, Interstate Service Center
 - 4) Resolution No. 2020-11, Melrose Lions
 - 5) Resolution No. 2020-13, Melrose Fire Department Relief Association
 - e. Community Development Director Step Increase
 - f. Gambling Resolution
 - 1) Resolution No. 2020-12 Gambling Resolution – Chamber of Commerce
 - 2) Resolution No. 2020-14 Gambling Resolution – Melrose Area Chamber
5. Presentation
 - a. Presentation to Retired Election Judge
6. Reports
 - a. Ambulance Department Report
 - b. Fire Department Report
 - c. Police Department Monthly
 - d. City Attorney
 - e. Community Development Director
 - ** f. ~~City Administrator Report~~
7. Action Items
 - a. Ordinance No. 2-20-2020 – Parks and Recreation Board
 - b. Fire Department Equipment Purchase: 2018 Argo Avenger and Trailer
 - c. Fire Department Air Packs
 - d. Plow Truck
 - e. 2020-2021 LMCIT Worker's Compensation Insurance Quote

** 8. Old Business
a. ~~Summer Recreation~~

9. New Business
a. Part-time Street Department – General

10. Informational Items
a. Melrose Public Utilities Commission Meeting Minutes
b. Schools and Conferences

11. Adjournment

** Deleted

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REGULAR MEETING
THURSDAY, FEBRUARY 20, 2020 – 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 20, 2020 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, Travis Frieler, and Mark “Bunker” Hill, Mayor Joe Finken, Finance Director Tessa Beuning, and City Clerk Patti Haase. City Administrator Colleen Winter 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. 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 CONSENT AGENDA

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

- a. the minutes from the Council’s January 16 Regular Meeting
- b. list of bills in the amount of \$ 949,991.72 (See attached list)
- c. list of investments for the month of January (See attached list)
- d.
 - 1) Resolution No. 2020-8, Donation in the amount of \$323.14 from Melrose 1 Stop to the Melrose Fire Department for the restoration of the 1952 Ford F6 fire truck.
 - 2) Resolution No. 2020-9, Donation in the amount of \$117.97 from Melrose NAPA Auto Parts to the Melrose Fire Department for restoration of the 1952 Ford F6 fire truck
 - 3) Resolution No. 2020-10, Donation in the amount of \$1,500 from Interstate Service Center to the Melrose Fire Department restoration of the 1952 Ford F6 fire truck
 - 4) Resolution No. 2020-11 Donation in in the amount of \$250 from the Melrose Lions to the Melrose Area Chamber of Commerce towards the Deuces Wild Sponsorship.
 - 5) Resolution No. 2020-13 Donation in the amount of \$26,826.50 from the Melrose Fire Department Relief Association to the Melrose Fire Department
- e. On February 26, 2020, Lisa Atkinson, Community Development Director will complete two years of service with the City. City Administrator Winter has conducted a review and it is favorable; therefore, recommends approval of a step increase from Step 3 to Step 4 of 7.
- f. Gambling License
 - 1) Gambling Resolution Proposed Resolution No. 2020-12 Resolution Approving Gambling License to the Melrose Area Chamber of Commerce

for an exemption from lawful gambling license to hold a bingo and a raffle on May 9, 2020 at the Melrose American Legion located at 265 County Road 173 SE.

2) Gambling Resolution Proposed Resolution No. 2020-14 Resolution Approving Gambling License to the Melrose Area Women of Today for an exemption from lawful gambling to hold a raffle on raffle on April 25, 2020 at the Meadowlark County Club Drive, Melrose MN 56352

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

A.I. #5 PRESENTATION

- a. Mayor Finken presented a certificate of appreciation to retired Election Judge Sally Hinnenkamp. Mayor Finken thanked Ms. Hinnenkamp for her 58 years of service as an election judge.

A.I. #6 REPORTS

- a. Ambulance Coordinator Jenn Tschida presented the 2019 Melrose Area Ambulance Department yearend report. Ms. Tschida stated that Julie Ulbricht has been appointed as the the new Assistant Coordinator. Director Tschida stated that in 2019 the net income was just shy of \$5,000 after expenditures. Currently they have three ambulance rigs, the newest one a 2019, 2016 and 2013 rigs. Ms. Tschida reported that currently they have \$140,00 in the equipment set-a-side fund.
- b. First Assistant Chief Joe Woeste presented the 2019 Fire Department information
 1. Mr. Woeste presented the 2020 Activity Reports as to the runs made during 2019. The fire department responded to 86 fire, medical, and rescue calls in 2019.
 2. Mr. Woeste also presented the Expenditure & Revenue Reports for 2019 and 2018.

The 2020 credit was \$17,449.16 as presented at the February 21, 2019 meeting. The 2021 credit will be \$26,283.21 and is calculated as shown on the 2019 revenues and expense sheet.

Information was also included on set-aside funds. A balance of \$196,791.84 is available for vehicle equipment replacement set-aside at year-end 2019. For 2021 \$40,000 is budgeted for Capital Outlay/Vehicles, compared with \$36,100 for 2020.

There are protective gear/clothing/equipment set-aside funds of \$129,523.43. For 2020 and 2021, \$15,010 is budgeted for Capital Outlay/Equipment & Clothing.

Mr. Woeste presented the projected 2021 Budget and Contract Charges. The 2021 Expenditure Budget, as proposed, has been increased slightly compared to the approved 2020 Expenditure Budget.

The proposed 2021 fire contract charges are based on the total budget amount of \$181,653, less excess fund balance funds being applied. Annual anticipated revenues from fire charges are \$17,000.

A motion was made by Mr. Justin Frieler, seconded by Mr. Travis Frieler and unanimously carried approving the 2021 Fire Department Budget and 2021 fire contracts for the fire service area.

- c. Police Chief Maus presented the Police Department's January 2020 report. He noted there were 329 calls for service during that month, compared to 407 for January 2019. A total of 15 citations were written for the month of January. There were 50 verbal warnings and nine written warnings. The year-to-date number of calls is 329 compared to 407 in 2019. For the month of January 2020, the Department received 33 agency assist calls.
- d. City Attorney Scott Dymoke reported on projects he has been working on for the City:
 - City Code: Prepared amendment to City Code modifying the composition of the Park Board. Forwarded amendment to city staff for review and presentation to Council.
- e. Community Development Director Atkinson reported on the Planning and Zoning Commission's January 27 meeting. The Planning Commission reviewed the strategic plan and provided input which will be presented at the February 20, 2020 Strategic Planning meeting. Ms. Atkinson noted that MADA at its January 9, and again at its February 13 meeting also reviewed the Strategic Plan and provided input.
- f. Deleted.

A.I. #7 ACTION ITEMS

- a. Mayor Finken stated that the Council at its January 6 meeting determined that they would like to see the Park and Recreation Board restructured to consist of one member from the Planning and Zoning Commission, one member from MADA, one Council Member Representative and 2 members at large. Previously there were two MADA members and two Planning and Zoning Commission members on the Park and Recreation Board. The Park Board is established by ordinance therefore Chapter 32 of the City Code has been revised to reflect the changes in the composition of the Parks and Recreation Board.

A motion was made by Mr. Mr. Hill, seconded by Mr. Klasen and unanimously carried adopting Ordinance No. 2-20-2020 An Ordinance Amending Chapter 32 of the Melrose City Code

- b. Mayor Finken noted that in the consent agenda, the Melrose Fire Relief Association has donated \$26,826.50 towards the Melrose Fire Department to be

used for the purchase of a 2018 Argo Avenger and trailer. This piece of equipment would be held in the Fire Department's name and insured under the City's policy. Any additional items needed would be paid for through the MN DNR grants or donations received.

A motion was made by Mr. Travis Frieler, seconded by Mr. Klasen and unanimously carried approving the purchase of the 2018 Argo Avenger and trailer, for a total cost of \$26,826.50.

- c. Mayor Finken stated that the Melrose Fire Department was awarded the 2018 Assistance to Firefighters Grant (AFG) in the amount of \$115,733.33, in which the department is required to contribute funds equal to 5%, or \$5,786.67, for a total approved budget of \$121,520. The funds will be used to purchase new air packs for the department. Fire Chief Budde received three quotes for the air packs. The lowest quote was from Alex Air Apparatus, in the amount of \$118,799.20.

A motion was made by Mr. Justin Frieler, seconded by Mr. Travis Frieler and unanimously carried approving the purchase the air packs from the low quote, Alex Air Apparatus for \$118,799.20.

- d. Mayor Finken noted that the Street Department is looking to replace the 1990 Ford plow truck. They will be seeking state bids. The estimated cost is \$210,000. The plow truck was included in the 2020 budget at \$225,000

A motion was made by Mr. Justin Frieler, seconded by Mr. Hill and unanimously carried authorizing the purchase of the plow truck at a cost not to exceed \$210,000.

- e. The Council next gave consideration approving the quote received from the League of Minnesota Cities Insurance Trust (LMCIT) for worker's compensation insurance for the period of March 7, 2020 through March 7, 2021. The net premium costs for the upcoming period are \$81,284. The quote in 2019 was \$75,776, which is an increase of 7%. The experience modification decreased to 0.88% for the 2019-2020 coverage period, down from 0.93% for the 2019-2020 coverage period. It is recommended that the City again approve the regular premium option.

The General Fund share of the premium is \$60,201 and the Utilities' share is \$21,083 (compared to \$53,744 and \$22,031, respectively for the past year).

The Utilities Commission will approve the workers comp insurance renewal quote from LMCIT in the amount of \$81,284 at its March 9 meeting.

A motion was made by Mr. Travis Frieler, seconded by Mr. Klasen and unanimously carried approving the worker's compensation insurance renewal quote from LMCIT in the amount of \$81,284 of which the General Fund share is \$60,201.

A.I. #8 OLD BUSINESS

None

A.I. #9 NEW BUSINESS

- a. Mayor Finken stated that Ron Tieman, Seasonal/Temp Streets & Parks worker has notified Street Supervisor Middendorf that he does not intend to return for 2020. Mr. Middendorf is requesting to replace this position with a part-time employee to be utilized on an as needed basis. This would allow better ease in coverage for park maintenance in the summer. The pay scale for this position would range from \$15.03-\$20.30/hour and would be budgeted for up to 1,040 hours.

A motion was made by Mr. Travis Frieler, seconded by Mr. Klasen and unanimously carried authorizing staff to post for a part-time streets and park worker position.

A.I. #10 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a. Utilities Commission's January 13, 2020 Regular Meeting minutes.
- b. The following are schools and/or conferences where registrations were made:
 - 1) Building Communities Finance Seminar – February 6-7, 2020. Attending City Administrator Colleen Winter, and Community Development Director Lisa Atkinson

A.I. #11 ADJOURNMENT

A motion was made by Mr. Justin Frieler, seconded by Mr. Travis Frieler and unanimously carried that the meeting be adjourned at 6:30 p.m.

PATRICIA HAASE – CITY CLERK