

**MELROSE CITY COUNCIL
REGULAR MEETING
MONDAY, JANUARY 6, 2020 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegian
2. Approval of Agenda
3. Open Forum
4. Consent Agenda
 - a. Appointments for the following:
 - 1) Assistant Weed Inspector
 - 2) City Forester
 - 3) Animal Control Officer
 - b. Designation of the following:
 - 1) Official Newspaper
 - 2) Animal Shelter
 - c. Resolution No. 2020-1, Resolution Designating Official Depository and Supplemental Depositories for City Funds
 - d. Donation Resolution:
 - 1) Resolution No. 2020-2, Donations to the Melrose Ambulance Department
 - e. Pay Application Final – Stearns County
5. Reports
 - a. City Administrator Report
6. Action Items
 - a. Appointments for the following:
 - 1) Acting Mayor
 - 2) Public Utilities Commission (One Member and Council Representative)
 - 3) Planning and Zoning Commission (Two Members and Council Representative)
 - 4) Melrose Area Development Authority (One Member and Council Representative)
 - 5) Parks and Recreation Board (Council Representative)
 - 6) Fire Relief Association (Council Representative)
 - 7) Melrose Housing and Redevelopment Authority (One Member and Council Representative) – Resolution No. 2020-3
 - b. Designation of the following:
 - 1) Grievance Representative
 - 2) Ad Hoc Labor and Personnel Committee Representative
 - c. Tri-Cap Bus Service Agreement
 - d. Part-time Police Officer Hire
7. Old Business

Please shut off or silence your cell phone



8. New Business

9. Informational Items

10. Adjournment

**MELROSE CITY COUNCIL
REGULAR MEETING
MONDAY, JANUARY 6, 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 Monday, January 6, 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, Mark “Bunker” Hill, Mayor Joe Finken, City Administrator Colleen Winter, 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 Mr. Justin Frieler, seconded by Mr. Klasen and unanimously carried to approve the agenda as presented.

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. 1) Assistant Weed Inspector
Mayor to appoint for a one-year term. Streets/Parks Supervisor Gary Middendorf will serve in this position.
- 2) City Forester
Mayor to appoint for a one-year term. Streets/Parks Supervisor Gary Middendorf will serve in this position.
- 3) Animal Control Officer
Mayor to appoint for a one-year term the Melrose Police Department as the City Animal Control Officer.
- b. 1) Official Newspaper
The Council to give consideration to designating the City's official newspaper for 2019. In the past the Melrose Beacon has served in this capacity.
- 2) Animal Shelter
The Council to give consideration to designating the Minnesota Veterinary Associates, Inc. as the Animal Shelter. The Council to take action on this designation.
- c. Resolution No 2020-1, Resolution Designating Official Depository and Supplemental Depositories for City Funds. This resolution designates Central Minnesota Credit Union – Melrose as the official depository for 2018 and the

Finance Director is given the authority to name additional depositories for the deposit of funds.

The Council may wish to again grant the Finance Director the authority to name the depositories. This could be done with the understanding that Central Minnesota Credit Union - Melrose, and Freeport State Bank – Melrose would also be used as depositories.

The motion designating the depositories of City funds should include the following, "For the purpose of being certain that all funds in financial institutions will be insured, the Finance Director shall have the authority pursuant to Minnesota Statutes 118A.02, Subd. 1, to name depositories for the deposit of funds so as to make certain that all City funds are either insured or collateral has been pledged by the depository as security, as permitted by M.S., Chapter 118A."

The Council to take action on the proposed resolution.

- d. Donation Resolution
 - 1) Resolution No. 2020-2 donation from the St. Rosa Lions Club in the amount of \$500 towards the Melrose Ambulance Department
- e. The City has received the final invoice payment towards the road construction contract with Stearns County. The city has some participation responsibility towards the CSAH 65 sidewalk project

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

A.I. #5 REPORTS

None

A.I. #6 ACTION ITEMS

- a. Consideration to be given to the following appointments:

- 1) Acting Mayor

Council to take action appointing an Acting Mayor for a one-year term. Council Member Tony Klasen served as Acting Mayor 2019.

A motion was made by Mr. Justin Frieler, seconded by Mr. Travis Frieler and unanimously carried appointing Mr. Klasen as acting Mayor for 2020.

- 2) Public Utilities Commission

The Council to appoint one member for a three-year term and a Council Representative for a one-year term to the Public Utilities Commission. Incumbent Eric Seanger is seeking reappointment. No other applications have been received.

The Council to appoint a Council Representative for a one-year term to the Public Utilities Commission. Joe Finken served as the Council Representative for the year of 2019.

A motion was made by Mr. Justin Frieler, seconded by Mr. Travis Frieler and

unanimously carried to reappoint Mr. Eric Seanger to the Melrose Public Utilities Commission for a three-year term and Mr. Joe Finken as the Council Representative for a one-year term.

3) Planning and Zoning Commission

The Council to appoint two members for a four-year term. Incumbent Jason Seanger is seeking reappointment to the Planning and Zoning Commission. No other applications have been received.

The Council to appoint a Council Representative for a one-year term to the Planning and Zoning Commission. For 2019, Bunker Hill served as the Council Representative.

A motion was made by Mr. Klasen, seconded by Mr. Travis Frieler and unanimously carried reappointing Mr. Jason Seanger to the Planning and Zoning Commission for a four-year term and Mr. Mark Hill as the Council representative for a one-year term.

4) Melrose Area Development Authority (MADA)

The Council to appoint one member for a six-year term to the Melrose Area Development Authority. Incumbent Don Brower is not seeking reappointment. Julie Baum has submitted a letter of interest.

The Council to appoint a Council Representative for a one-year term to the Melrose Area Development Authority. For 2019 Travis Frieler served as the Council Representative.

A motion was made by Mr. Justin Frieler, seconded by Mr. Hill and unanimously carried appointing Ms. Julie Baum to the Melrose Area Development Authority for a six-year term and Mr. Travis Frieler as the Council representative for a one-year term.

5) Parks and Recreation Board

Mayor to appoint and Council to concur appointing a Council Representative to the Parks and Recreation Board to serve a one term. For 2019, Justin Frieler served as the Council Representative.

Mayor Finken stated that currently the Park and Recreation Board is comprised of 2 members from MADA, 2 members from the Planning and Zoning Commission, and a Council Representative. Mayor Finken asked if the Council would consider restricting the Parks and Recreation Board to include one member from MADA, one member from Planning and Zoning, a Council Representative and 2 members at large. The Council by consensus was agreeable to have staff bring this before MADA and Planning and Zoning for consideration.

A motion was made by Mr. Travis Frieler, seconded by Mr. Klasen and unanimously carried reappointing Mr. Justin Frieler to the Park and Recreation Board as the Council representative for a one-year term.

6) Melrose Fire Relief Association

Council to appoint a Council Representative to the Fire Relief Association. Justin Frieler served as the Representative in 2019.

A motion was made by Mr. Hill, seconded by Mr. Travis Frieler and unanimously carried reappointing Justin Frieler to the Melrose Fire Relief Association.

7) Melrose Housing and Redevelopment Authority

Council to appoint one member for a five-year term. Matt McDonald is seeking reappointment.

Council to appoint a Council Representative to serve a one-year term to the Melrose Housing and Redevelopment Authority. Mark "Bunker" Hill served as Council Representative for 2019

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried adopting Resolution No. 2020-3 Resolution of Appointment.

- b. 1) The Council to give consideration to designating the Grievance Representative for 2020. The Utilities Commission will also designate their Grievance Representative for 2020 at its January 13, 2020 meeting. For 2019, Joe Finken was the Council representative and Jeremy Kraemer was the Utilities Commission representative. The Council to take action appointing a Council Member to serve as Grievance Representative for 2020.

A motion was made by Mr. Hill, seconded by Mr. Travis Frieler and unanimously carried reappointing Mr. Finken as the Grievance Representative for 2020.

- 2) The Council to give consideration to appointing a member to the Ad Hoc Labor & Personnel Committee for future labor discussions. In 2019 Council Member Mark "Bunker" Hill served as Council Representative and Eric Seanger served as the Utilities Commission representative for this Committee. The Utilities Commission will be appointing a representative at its January 13, 2020 meeting. The Council to take action appointing a representative to the Ad Hoc Labor & Personnel Committee for 2020.

A motion was made by Mr. Travis Frieler, seconded by Mr. Klasen and unanimously carried reappointing Mr. Hill to the Ad Hoc Labor & Personnel Committee for 2020.

- c. City Administrator Winter is requesting that the Council consider renewing the contract with Tri-Cap bus service. The City of Melrose purchases 20 hours of bus service a week from Tri-Cap at a monthly cost. Tri-CAP is proposing to raise their rates by 1.5% in 2020, resulting in a cost of \$442.00 per month or \$5,304.00 per year. Tri-Cap ridership has increased every year and ride counts through October, 2019 were 7,455.

A motion was made by Mr. Hill seconded by Mr. Justin Frieler and unanimously carried approving the Tri-CAP transportation program.

- d. Police Chief Craig Maus is recommending the hire of Madison Honer as a part-time police officer. Ms. Honer also works part-time for the Sauk Centre Police Department. Pay would be at start on the pay scale which is \$24.63 per hour. The Sauk Centre Police Department will be carrying Ms. Honer's license.

A motion was made by Mr. Hill seconded by Mr. Travis Frieler and unanimously carried approving the hire of Ms. Honer as a part-time police officer at start on the pay scale which is \$24.63 per hour.

A.I.#7 OLD BUSINESS

None

A.I. #8 NEW BUSINESS

None

A.I. #9 INFORMATIONAL ITEMS

None

A.I. #10 ADJOURNMENT

A motion was made by Mr. Justin Frieler, seconded by Mr. Klasen and unanimously carried that the meeting be adjourned at 6:15 p.m.

PATRICIA HAASE – CITY CLERK