

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, JUNE 18, 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. EMT Resignation
 - e. Resolution No. 2020-29, Appointing Election Judges for the 2020 State Primary Election
 - f. Donation Resolution
 - 1) Resolution No. 2020-30 Donation from Genex Farm Systems
5. Presentation
 - a. Presentation to Retired Firefighters: Jeremy Kraemer and Loren Pundsack
6. Public Hearing
 - a. Public Hearing to Abate Nuisances Pursuant To Melrose City Code Section 93.21
7. Reports
 - a. Police Department Monthly Report
 - b. City Attorney Report
 - c. Community Development Director Report
 - d. Engineering Report
 - e. City Administrator Report
8. Action Items
 - a. Resolution No. 2020-31, Resolution Ordering the Abatement of Nuisance Conditions Located at 413 5th Avenue NE, Melrose MN
 - b. Resolution No. 2020-32, Resolution Ordering the Abatement of Nuisance Conditions Located at 2 Riverside Avenue NW, Melrose MN
 - ** ~~c. Resolution No. 2020-33, Resolution Ordering the Abatement of Nuisance Conditions Located at 227 1st Street NW, Melrose MN~~
 - d. Resolution No. 2020-34, Resolution Ordering the Abatement of Nuisance Conditions Located at 125 Main Street W, Melrose MN
 - e. Resolution No. 2020-35, Resolution Ordering the Abatement of Nuisance Conditions Located at 209 2nd Street SE, Melrose MN

- f. Part-Time Police Officer Hire
 - g. Sauk River Park Trail
 - h. Meadowlark Park Loop
 - i. Walking Path North of Melrose High School
 - j. Assessment for Daylight Court Lots
9. Old Business
- a. RDB Project
 - * b. Resolution No. 2020-21 Resolution Declaring a Local Emergency
 - * c. Shaggy's Towing Non-Compliant Accessory Building
 - * d. Arce Auto CUP Violation
 - * e. Melrose Community LLC/Rose Park Illegal House Move-in Violation
10. New Business
- a. Social Media Policy
11. Informational Items
- a. Utilities Commission Meeting Minutes
 - b. Streets/Parks Worker Bill Rieland Recognition Award
12. Adjournment

* Amendment
** Deleted

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, JUNE 18, 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, June 18, 2020 at 6:00 p.m. via global/GoToMeeting pursuant to due notice being given thereof. Present were Council Members Tony Klasen, Justin Frieler, Mark Hill, Travis Frieler, and 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 to approve the agenda as amended. The motion was seconded by Travis Frieler with a roll call vote recorded as follows:

FOR: Council Member : Justin Frieler, Travis Frieler, Klasen , Hill, and Mayor Finken
AGAINST: None

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 Councils May 11 Emergency Meeting, the May 21 Regular Meeting, and the May 26 Special Meeting.
- b. list of bills in the amount of \$202,093.60 (See attached list)
- c. list of investments for the month of May. (See attached list)
- d. Maya Gerads submitted her resignation as an EMT effective June 6, 2020.
- e. Resolution No. 2020-29, Resolution Appointing Election Judges. The election judge appointments are for the Primary Election that will be held on Tuesday, August 11, 2020.
- f. Donation Resolutions
 - 1) Resolution No. 2020-30 Donation of 2 buckets of Sani-Wipes an approximate value of \$160 from Genex Farm Systems.

A motion was made by Mr. Travis Frieler, to approve the Consent Agenda items. The motion was seconded by Mr. Hill with a roll call vote recorded as follows:

FOR: Council Member Travis Frieler, Hill, Justin Frieler, Klasen, and Mayor Finken
AGAINST: None

A.I. #5 PRESENTATION

- a. Mayor Finken presented Jeremy Kraemer and Loren Pundsack a Certificate of Appreciation for their service on the Melrose Fire Department.

A.I. #6 PUBLIC HEARING

- a. The Melrose City Council held a Public Hearing to abate nuisances pursuant to Melrose City Code Section 93.21 on the following properties:

- 413 Fifth Avenue NE, Melrose, Minnesota,
- 2 Riverside Avenue NW, Melrose, Minnesota,
- ~~227 First Street NW, Melrose, Minnesota,~~
- 125 Main Street W, Melrose, Minnesota, and
- 209 Second Street SE, Melrose, Minnesota,

Attorney Scott Dymoke provided an overview of the nuisance violations and the process of abating the nuisance.

There being no further comment, the Public Hearing was closed at 6:20 p.m.

A.I. #7 REPORTS

- a. Police Chief Maus presented the Police Department's May 2020 report. Chief Maus noted there were 354 calls for service during that month, compared to 438 calls for May 2019. A total of 23 citations were written for the month of May. There were 56 verbal warnings and no written warning. The year-to-date number of calls is 1476 compared to 1973 in 2019. For the month of May 2020, the Department received 24 agency assist calls. Chief Maus noted that the graduation parade was well received. He reminded residents that cat and dog licensing was extended to the end of June due to COVID-19.
- b. City Attorney Scott Dymoke reported on projects he has been working on for the City:
 - Nuisance Abatements :Reviewed nuisance reports prepared by Chief Maus. Identified interested parties and prepared service list. Prepared Notice of Hearing and forwarded to city staff with instructions for posting and service on interested parties. Prepared drafts of proposed orders directing abatement of the nuisances.
 - Rose Park/Bonner :Received and reviewed city staff reports concerning manufactured home placed in Rose Park in violation of state law and city ordinances. Participated in conference calls with city staff to coordinate Melrose's response to Bonner with the response of state enforcement officials City Attorney Dymoke is recommending the City follow the nuisance process to remove the mobile home from the mobile home park. Mayor Finken suggested that the City may want to look at in City Code to mitigate however due to the County; s involvement it is difficult to make this

type of change. Our ordinance has to be of general application not specific to mobile home parks.

- c. Community Development Director Atkinson provided an update on the Year-to-Date Building Permits. Ms. Atkinson noted that the Planning and Commission has a hearing scheduled for June 29, 2020 for the Massman variance from Melrose Subdivision Ordinance to allow a lot split instead of a plat. Ms. Atkinson provided an update on the Emergency Revolving Loan Fund Program. MADA approved a forgivable Commercial Deferred Loan Application at its June 11, 2020 meeting.
- d. Mike Nielson with WSB & Associates provided an update on the various city projects.

WSB Project No. R-015456-000 2020 Street Improvements including 5th Street N, 4th St. N & 3rd Ave N

The preconstruction conference was held with Mark Lee Excavating. The contractor started Monday June 15th. A letter informing the residents of the proposed activities, construction schedule and traffic access was sent on June 10th. The letter included the project contact information for WSB staff and included an opportunity to be on the e-mail update list. The project completion date is August 1, 2020.

WSB Project No. R-015511-000 Public Utilities General Engineering.

WSB has staked the ROW for Roger for the extension of utilities to the industrial park. WSB is currently working on locating the right of way on 12th Ave for a service upgrade to Rahm Oil and a utility easement from Carstens Manufacturing for the broadband expansion project to the I-94 industrial park.

WSB Project No. R-015524-000 Casey's South Site Inspection –

Work has continued and WSB will monitor work and make periodic site inspections. The conditional use permit for the project required a 2-foot berm and 8' fence to screen the site from adjacent properties to the west. During plan review the berm height was measured from the street or west side of the berm and fence location. Due to comments from the adjacent property owners we have requested that Casey's increase the top of berm elevation from 1212.0 to 1213.3.

WSB Project No. R-015500-000 Melrose Road, Dam, and Bridge –

Stream Analysis:

- Met with the DNR and USACE 5/15 to discuss the next steps to move forward with obtaining agency approval of the channel realignment.
- The DNR and USACE will be discussing the acceptability of the USACE Stream calculator tool for this project.
- DNR is discussing the availability of grants, field support, or other support for this project.
- DNR provided a response on 5/27/2020. WSB will continue to coordinate with the DNR on their response to finalize the approach.
- Follow up meeting with the DNR on 06/10/20. DNR agreed to the use of the USACE stream calculator tool. The extent of the mitigation measures

will be determined based on the results of the USACE stream calculator tool.

- The project is approximately one month behind schedule.
- Additional surveying data will be required to be collected for the USACE stream calculator tool. This work will need to be approved prior to proceeding. The fee for this additional work is \$19,789.

- e. City Administrator Colleen Winter provided an update on the Special Legislative session.

A.I. #8 ACTION ITEMS

- a. Mayor Finken stated that earlier this evening a Public Hearing was held to abate nuisances pursuant to Melrose City Code Section 93.21 on the property located at 413 5th Avenue NE.

City Attorney Dymoke stated that if the Council wishes to move forward with the abatement of the nuisance conditions for the above listed properties the Council will need to take action adopting the resolutions. In so doing, the property owner has 30 days in which to come into compliance with the applicable City codes and regulations. A motion for summary enforcement of the order will be made to the Stearns County District Court unless correction action is taken, or unless an answer is filed within the time specified in Minn. Stat. §463.18 which is 20 days. If the City must take action to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Minn. Stat. §463.22, §463.21 and §463.161.

Council Member Justin Frieler introduced Resolution No. 2020-31 Resolution Ordering the Abatement of Nuisance Conditions Located at 413 5th Avenue NE. The motion was seconded by Mr. Hill with a roll a call vote recorded as follows:

FOR: Council Member: Justin Frieler, Hill, Klasen, Travis Frieler, and Mayor Finken
AGAINST: None

- b. The Council next reviewed and gave consideration ordering the abatement of nuisance conditions on 2 Riverside Avenue NW

Council Member Hill introduced Resolution No. 2020-32 Resolution Ordering the Abatement of Nuisance Conditions Located at 2 Riverside Avenue NW, Melrose MN. The motion was seconded by Mr. Travis Frieler with a call vote recorded as follows:

FOR: Council Member: Hill, Travis Frieler, Justin Frieler, Klasen, and Mayor Finken
AGAINST: None

- c. Deleted

- d. The Council next reviewed and gave consideration ordering the abatement of nuisance conditions on 125 Main Street W.

Council Member Justin Frieler introduced Resolution No. 2020-34 Resolution Ordering the Abatement of Nuisance Conditions Located at 125 Main Street W, Melrose MN. The motion was seconded by Mr. Hill with a roll call vote recorded as follows:

FOR: Council Member: Justin Frieler, Hill, Klasen, Travis Frieler, and Mayor Finken

AGAINST: None

- e. The Council reviewed and gave consideration ordering the abatement of nuisance conditions on 209 2nd Street SE.

Council Member Hill introduced Resolution No. 2020-35 Resolution Ordering the Abatement of Nuisance Conditions Located at 209 2nd Street SE, Melrose MN. The motion was seconded by Mr. Klasen with a roll call vote recorded as follows:

FOR: Council Member: Hill, Klasen, Justin Frieler, Travis Frieler, and Mayor Finken

AGAINST: None

- f. Chief Maus is requesting council approval to go through the process of reviewing applications and the remainder of the hiring process for a part-time police officer.

A motion was made by Mr. Hill approving application review and hiring process of a part-time police officer. The motion was seconded by Mr. Justin Frieler with a roll vote recorded as follows:

FOR: Council Member: Hill, Justin Frieler, Klasen, Travis Frieler, and Mayor Finken

AGAINST: None

- g. Mayor Finken noted that Streets/Parks Supervisor obtained a quote in the amount of \$19,925 from Riley Brothers Construction to repair the Sauk River Park Trail. The quote is for paving of the entire area of the currently paved paths with 1.5 inches of compact bituminous. The Parks and Recreation Board is recommending Council approval.

A motion was made by Mr. Justin Frieler approving the repair of the trail and awarding the bid to Riley Brothers in the amount of \$19,925. The motion was seconded by Mr. Travis Frieler with a roll call vote recorded as follows:

FOR: Council Member: Justin Frieler, Travis Frieler, Klasen, Hill, and Mayor Finken

AGAINST: None

- h. In May of 2019 the Council had approved using the unused portion of the funding for the Country Club Trail for completing the Meadowlark Park Loop. There was approximately \$7,500 remaining from the 2019 budget. The Parks and Recreation Board at its May 26 meeting recommended staff obtain quotes to complete the Meadowlark Park Loop. Streets/Parks Supervisor Gary Middendorf has obtained a quote from Riley Brothers Construction in the amount of \$5,750 to complete the trail with 2.5 inches of compact bituminous asphalt. Streets/Parks Supervisor

Middendorf obtained a quote from Mark Lee Asphalt and Paving in the amount of \$4,900.

A motion was made by Mr. Klasen approving the completion of the Meadowlark Park Loop and awarding the bid to Mark Lee in the amount of \$4,900. The motion was seconded by Mr. Justin Frieler with a roll call vote recorded as follows:

FOR: Council Member: Klasen, Justin Frieler, Hill, Travis Frieler, and Mayor Finken

AGAINST: None

Streets/Parks Supervisor Gary Middendorf also obtained a quote to pave a portion from the northwest corner to Country Club Drive and the driveway. Riley Brothers submitted a quote for the 9 feet wide X 268 feet area at \$2,680 and the driveway at \$5,445. A quote was obtained from Mark Lee Asphalt and Paving in the amount of \$1,960 for the 9X268 feet area, and the driveway at \$4,980.

A motion was made by Mr. Travis Frieler approving the paving of the portion from the northwest corner to Country Club Drive and the driveway and awarding the bid to Mark Lee Excavating Paving in the amount of \$1,960 for the 9X268 feet area, and the driveway at \$4,980. The motion was seconded by Mr. Justin Frieler with a roll call vote recorded as follows:

FOR: Council Member: Travis Frieler, Justin Frieler, Klasen, Hill, and Mayor Finken

AGAINST: None

- i Mayor Finken stated that the Park and Recreation Board at its May 26 meeting recommended the Council repair the trail along the County Road on the west side of the High School going north from the school to Dufner's manufactured home park. Since this path is abutting a County Road the Park and Rec Board is requesting that the funding of the project comes from the Street Department Budget. Streets/Parks Supervisor Middendorf obtained a quote from Riley Brothers in the amount of \$27,780. Mark Lee Asphalt and Paving submitted a quote in the amount of \$24,800

A motion was made by Mr. Justin Frieler to approve the repair of the trail utilizing funding from the Street Department and awarding the bid to Mark Lee Excavating in the amount of \$24,800. The motion was seconded by Mr. Travis Frieler with a roll call vote recorded as follows:

FOR: Council Member: Justin Frieler, Travis Frieler, Klasen, Hill, and Mayor Finken

AGAINST: None

- j. Mayor Finken noted that Matt Hill is requesting that the City consider reducing the assessments due on the **two** Daylight Court lots abutting each side of his property. The value of the assessments per lot, based on a July 26, 2016 City Council meeting approval set the assessment for lots that are combined with an abutting lot, would be \$13,410 per lot, which covers just the street curb and gutter costs of the initial improvement. Mr. Hill is requesting that the assessments be further reduced to \$10,000 per lot, less any already paid assessment amounts.

He would still be responsible for the cost of purchasing the lot and any associated costs and fees.

There are 7 vacant developed lots in Daylight Court, including 3 lots currently remaining in tax forfeiture, one of which Mr. Hill is contemplating purchasing. Lots previously in tax forfeiture include: 1 lot purchased on speculation by an out of state company (one of the lots Mr. Hill is considering purchasing). 2 abutting lots were purchased by Harland Hector (he was not aware of the assessments at the time of purchase and that seems to be preventing him from constructing a home(s) on the lots). If Mr. Hill purchases two of the current or previous tax forfeiture lots, that would leave 2 lots currently in tax forfeiture and 2 lots owned by Mr. Hector that are vacant, along with one vacant lot still owned by Morningview Properties LLC out of Sauk Centre, the only vacant developed lot on the east side of 11th Ave. NE.

A motion was made by Mr. Justin Frieler to approve reducing the assessments for Parcel Number 66.36668.0003 (Lot 4 Block 1 Daylight Court) and 66.36668.0001 (Lot 2 Block 1 Daylight Court) to \$10,000 less any previously paid assessment amounts subject to condition that and only applicable when the lots are combined with one or more existing abutting lots and the condition that no new home or housing unit may be created. The City reserves the right to collect the original assessment amount plus interest, less any payments made on the assessment, should a new home be created on either of these lots in the future. The motion was seconded by Mr. Klasen with a roll call vote recorded as follows:

FOR: Council Member: Justin Frieler, Klasen, Travis Frieler, Hill, and Mayor Finken
AGAINST: None

A.I. #9 OLD BUSINESS

- a. Mayor Finken stated that since October of 2019, the City and WSB have been working with all of the stakeholders – Army Corp of Engineers, DNR (a number of departments), Soil and Water Conservation District and Stearns County Watershed District on the RDB project. There has been a lot of back in forth, in particular with the DNR as to the shortening of the channel and river velocities and the impact that will have downstream. The DNR originally requested that we complete a full Reference Reach survey. This survey would have been extremely costly and essentially would yield the same results as more prudent methods of analysis. The stream system of a watershed is divided into reaches, and the watershed into hydrologic units (HU). For the convenience of work as a part of a hydrologic or hydraulic study, the Army Corp of Engineers has developed a Stream Calculator tool, better known as a Stream Quantification Tool (SQT). This tool has several advantages over traditional reference reach surveying tools that are used to evaluate downstream impacts of river or stream projects. The advantages are:
 - The Corp of Engineer (COE) does not require survey of a reference reach. The reference reach information is based on field survey and studies that the COE has been doing in MN over the past couple of years. It does require a vegetation and topo survey for our segment of the river. The COE has indicated that they won't require the project to complete the macroinvertebrate survey component of the SQT tool.

- The SQT does not have a penalty for shortening the channel as long as there is no loss in the ecological functions based on the calculator inputs and results.
- The stream calculator tool is a new tool for MN. It has been used by the COE in other areas.
- Jamie Hyslop indicated that the stream calculator is a free tool and it will be required for projects with stream impacts moving forward.

We did not have consensus from the DNR that they would accept to SQT tool until Wednesday, June 10th when we had a conference call with Dan Lais who is the Regional Manager for the DNR in Northwest MN (our district). Due to this, we are approximately a month behind on this project.

Now that we have consensus, the SQT evaluation is outside the scope of services that WSB is providing. Because the SQT is new and something that the Corp is requiring, we do need to use it if we want to continue with the RDB project and get to permitting.

The additional costs for WSB are \$19,789.00. Included are hours for surveying, coordinating with the USACE and the DNR, CAD hours for any figures that will need to be completed, along with hours for the analysis and the report. While this may seem like a large number it is about ½ the cost of a Reference Reach survey and is something that all off the agencies have agreed on. City Administrator Winter is recommending approval of the additional costs to the WSB contract for the RDB project as presented.

A motion was made by Mr. Hill approving the additional costs to the WSB Contract for the RDB project in the amount of \$19,789. The motion was seconded by Mr. Travis Frieler with a roll call vote recorded as follows:

FOR: Council Member: Hill, Travis Frieler, Klasen, Justin Frieler, and Mayor Finken

AGAINST: None

- b. The Council at its March 19, 2020 Adopted Resolution No. 2020-21 Resolution Declaring a Local Emergency . Does the Council want to continue to work under the Emergency Declaration?

A motion was made by Mr. Justin Frieler to rescind Resolution No. 2020-21, Resolution Declaring a Local Emergency. The motion was seconded by Mr. Travis Frieler with a roll call vote recorded as follows:

FOR: Council Member: Justin Frieler, Travis Frieler, Klasen, Hill, and Mayor Finken

AGAINST: None

- c. Community Development Director Lisa Atkinson stated that staff sent a notice to Shaggy's Towing on October 21, 2019 noting a structure being constructed without a permit appearing to not conform to building codes. They were given until November 13, 2019 to remove the structure. Verbally Shaggy's has communicated with City staff and informed that they were not planning to take the structure down. Staff extended the deadline to June 15, 2020. The structure has

still not been removed as of June 18, 2020. Mayor Finken stated that he has spoken with Mr. Schneider and they do intend to address the issue, however with COVID -19 they have not been able to do so. Mr. Travis Frieler agree that the time table is realistic however they should be given a deadline.

Council Member Justin Frieler suggested staff reach Mr. Schneider the property owner and Collins Brothers the business owner to find out what the plan is regarding the structure. Staff to bring an update t the next regular meeting.

- d. Director Atkinson noted that staff has been working with Arce Auto for many years regarding ongoing violations related to their CUP. Their 2017 CUPs were replaced by one amended CUP in 2018.

Ms. Atkinson provided an assessment and overview of the issues related to the Arce Auto property.

Issue 1a: Outdoor Storage Surfacing

The Zoning Ordinance has requirements for outdoor sales areas. Section 222.04(1.3) states, "The display areas shall be surfaced with a **durable surface** approved equivalent to control dust and erosion. The display area shall be architecturally compatible with the principal structure of the site through use of similar building materials or fencing around the perimeter of the display areas"

The zoning ordinance definition of durable surface is as follows:

109.004.25 Durable Surface (Ord No 12-10-2015-2)

Improved and maintained with asphalt or concrete pavement or such other surface as may be approved by the City, to provide a durable and dust-free surface. Does not include gravel or crushed rock.

(It should be noted, the standard parking lot and drive lane surfacing requirements is different and does not apply to this display area part of the Arce Auto parking lot. This is the standard surfacing requirement for residential and commercial: Section 501.04(1), "off-street parking areas and access ways for all residential and commercial districts shall be durably surfaced (concrete, asphalt or pavers). Durable surfacing shall be completed within one year of Certificate of Occupancy." It provides a little less leeway for surfacing as it defines further that it needs to be concrete, asphalt or pavers and doesn't specifically give discretion for other approved materials, the way the definition for durable surfaces does or the way the display area durable surface requirement does.)

Therefore, the City could find the "approved equivalent" for outdoor sales areas could entail crushed bituminous. This would not apply to all commercial districts, only to commercial establishments requiring outdoor display and sales such as farm implement sales, mobile home sales, automobile sales, garden and landscaping sales, marine and recreation vehicle sales. It would not apply to their off street parking and loading areas, only their display areas.

Issue 1b: County Ditch/Approvals related to the Surfacing

For Arce Auto, it will be important to get copies of County approvals related to the drainage into the ditch and any other relevant permits before we allow the change to occur. The CUP has as condition 9, "County Ditch. The applicant shall secure

all necessary permits to allow runoff from the site to drain directly into the County ditch or make appropriate site improvements to allow site drainage and necessary water retention/detention to occur, subject to the review and approval of the City Engineer.”

Issue 2: Parking on the Grass

It was noted that on June 17, 2020, there were again vehicles parked on the grass. Parking on the grass is strictly prohibited by Condition 4c of the CUP.

Issue 3: Landscape Buffer

The curb stops previously installed do not meet the “landscaping” requirement and really are not necessary. However, landscaping is necessary. As noted in the CUP and various other times, there are several options to provide some form of landscaping, including large planters, removing a portion of asphalt and adding landscaping or the City would be open to other options that may be suggested. This is required by the ordinance and in the CUP. A Variance to reduce this requirement from 8 feet to 3 feet was requested and denied. It was reiterated by staff numerous times. This is a CUP requirement and needs to come into compliance. The landscaping, if temporary, can be removed during the winter, but needs to be in place during the summer, specifically from May 1 to October 31 of each calendar year.

It should be noted that all of the recent projects before and hopefully after this project are required to meet this standard. Casey’s, the food shelf, Church of St. Mary, Dollar General, Cornerstone, Shaggy’s, Melrose 1 Stop Carwash and basically all recent applications, to staff’s knowledge, have complied with this requirement.

Issue 4: Dumpster Screening

This will be resolved with the addition of the building.

As noted in the CUP, failure to resolve these issues can result in the City beginning the CUP revocation process with 10 days notice of the revocation hearing.

The Council by consensus determined that the crush granite should be removed and replaced with asphalt or concrete pavement or crushed bituminous. A motion was made by Mr. Travis Frieler directing staff to contact the business owner and obtain a plan for removing the crushed granite and replace with the crushed bituminous, have the landscaping in place, and an update on the remainder of the issues by the July regular council meeting or consideration may be given to begin proceeding to revoke the CUP. The motion was seconded by Mr. Hill with a roll call vote recorded as follows:

FOR: Council Member: Travis Frieler, Hill, Klasen, Justin Frieler, and Mayor Finken

AGAINST: None

- d. Mayor Finken stated that on May 2, 2019 a manufactured house was moved in without a permit. Staff communicated with the park owner prior to the move in and informed of the need for a permit. This was ignored and the home was brought in without a permit. It was later moved to another site in the park, also

without a permit. It has had extensive work done, all without a permit or licensed contractor. The State is working with the state on some enforcement regarding this. Extensive documentation is available.

The Council by consensus requested that the area be secured by placing police tape around the perimeter.

A.I.#10 NEW BUSINESS

- a. Mayor Finken stated that the League of MN Cities recommends that Cities that are engaged in Social Media have a policy in place that discusses how information is conveyed, what can be posted, and records retention. The City of Melrose does not currently have such a policy. We are active on Facebook and Youtube. Face Book is a very effective way to communicate with our residents and has a broad reach. To assure that we are posting correctly and eliminating liability, City Administrator Winter recommends adopting the Sample Policy as presented. There is also a recommended policy for Fire and EMS personnel. Administrator Winter would like to discuss this policy with the Fire Chief and Ambulance Director before making a recommendation for approval.

A motion was made by Mr. Justin Frieler to adopt the Social Media Policy as presented. The motion was seconded by Mr. Hill with a roll call vote recorded as follows:

FOR: Council Member: Justin Frieler, Hill, Klasen, Travis Frieler, and Mayor Finken
AGAINST: None

A.I. #11 INFORMATIONAL ITEMS

- a. Utilities Commission's May 11, 2020 Regular Meeting minutes.
- b. On June 19, 2020, Streets/Parks Worker Bill Rieland will receive his 20-year recognition award of \$75 as outlined in the City Personnel Policy – Employee Recognition Program. Mr. Rieland is commended for his years of service.

A.I. #12 ADJOURNMENT

A motion was made by Travis Frieler to adjourn the meeting at 8:15 p.m. The motion was seconded by Mr. Justin Frieler with a roll call vote recorded as follows:

FOR: Council Member Travis Frieler, Justin Frieler, Klasen, Hill, and Mayor Finken
AGAINST: None

PATRICIA HAASE – CITY CLERK