

**MELROSE CITY COUNCIL  
REGULAR MEETING  
THURSDAY, JUNE 20, 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. Gambling Resolution:
    - 1) Resolution No. 2019-38, CentraCare Health Melrose
5. Presentation
  - a. CSAH 65 Sidewalk Project Donation / Grant
    - 1) State Farm
    - 2) Jennie-O Turkey Store
6. Reports
  - a. Police Department Monthly Report
  - b. Community Development Director Report
  - c. City Attorney Report
  - d. Engineering Report
  - \* e. City Administrator Report
7. Action Items
  - a. LMCIT Insurance Quote
  - b. Resolution No. 2019-34, Authorizing the City Administrator to File an Application with the Minnesota Management and Budget Office for the Purpose of a Wastewater Treatment Facility Project
  - c. Special Assessments on Sold Tax Forfeited Property
  - d. Pay Voucher #1 – 2019 Street Improvements
  - e. Grass Cutting Notice / Nuisance
  - \* f. Police Department Recruitment
8. Old Business
  - a. Ordinance 06-20-2019-1, An Ordinance Amending Melrose City Code Chapter 92 – Right-of-Way Management Regulations to Allow Outdoor Seating on Public Property / Official Title and Summary
  - b. Ordinance 06-20-2019-2, An Ordinance Amending Melrose City Code Section 71.19(A)

- c. Resolution 2019-35, Resolution Requesting Establishment of Winter Parking Restrictions on CSAH13 / Second Avenue SE in the City of Melrose, Minnesota
- d. Resolution No. 2019-36, Resolution Designating No Parking Zone on Turkey Lane SE in the City of Melrose, Minnesota
- e. Phone System Upgrade
- f. Part-Time Streets/Parks and Water/Wastewater Maintenance Worker
- g. Resolution No. 2019-37, Resolution Committing to Funding Local Match for the Sauk River Dam Removal and Rock Arch Rapids Replacement Project
- h. Kraft Lot Development / Riverview Redevelopment Project
- i. Potential Land Sale

9 New Business

- a. Comprehensive Plan Update
- \* b. Daylight Court Lift Station and Jennie-O Turkey Store Easement

10. Informational Items

- a. Utilities Commission Meeting Minutes
- b. Utility Billing Clerk Carla Van Heel Recognition Award

11. Adjournment

\* Amendments

**MELROSE CITY COUNCIL  
REGULAR MEETING  
THURSDAY, JUNE 20, 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, June 20, 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, and Travis Frieler, 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. Travis Frieler, seconded by Mr. Klasen 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 Council's May 9 Special Joint Meeting with the Utilities Commission, the May 16 Regular Meeting, and the May 22 Special Meeting.
- b. list of bills in the amount of \$218,884.68. (See attached list)
- c. list of investments for the month of May. (See attached list)
- d. Gambling Resolution No. 2019-38, Resolution Approving Gambling License to CentraCare Health Melrose for an exemption from lawful gambling license to conduct a raffle on September 28, 2019 at the Melrose American Legion located at 265 County Road 173, Melrose MN

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

**A.I. #5 PRESENTATION**

- a1. Dina Pierskalla with State Farm presented the Council with a check for \$10,000 as recipient of the State Farm grant for the CSAH 65 sidewalk project.
- a2. Ana Santana, representative from Jennie-O Turkey Store, presented the Council with a check for \$67,500 for the CSAH 65 sidewalk project.

## **A.I. #6 REPORTS**

- a. Police Chief Craig Maus presented the Police Department's May report. He noted there were 438 calls for service during the month, compared to 599 for May 2018. A total of 33 citations were written for the month of May. The year-to-date number of calls is 1,973 compared to 2,126 in 2018. For the month of May 2019, the Department received 23 agency assist calls. Chief Maus also reminded residents that the Riverfest Celebration kicks off on Thursday, June 27. The schedule of events are on the Melrose Chamber of Commerce website. Chief Maus stated that the Department is also working on nuisance violations. There are a couple of violations, that unless addressed in the upcoming days, will be brought before the Council at the July meeting.
- b. Community Development Director Atkinson provided an update on the Planning and Zoning Commission's June 18 meeting. Ms. Atkinson also provided an update on other community development projects.
- c. City Attorney Scott Dymoke was not present at the meeting; however, it was entered into the minutes that during the period from May 8, 2019 through June 12, 2019, City Attorney Dymoke had been working on the following projects for the City:

- Parking Ordinance: Worked with City staff to prepare proposed amendment to City Code and resolutions for parking restrictions on 2<sup>nd</sup> Avenue SE and Turkey Lane SE.
- Rental Licensing: Reviewed inspection reports and compliance order for property at 410 2<sup>nd</sup> Street SW. Advised City staff on process and procedures for enforcing compliance order.
- City Center HVAC Agreement: Reviewed contract for new City Center HVAC equipment. Noted discrepancies and advised City staff of required changes.

- d. City Engineer Mike Nielson provided an update on the following:

2018 1<sup>st</sup> Street & 4<sup>th</sup> Avenue project: This project is almost completed. WSB staff will review the project with Streets/Parks Supervisor Gary Middendorf and put together a final punch list of items that need attention. It is anticipated to submit the final requires for payment at the Council's July meeting.

2019 Street Improvements: The final lift of bituminous is scheduled to be placed on June 21. The curb and sidewalk improvements have been completed and the base course of bituminous has been placed.

Bridge/Rock Arch Rapids: The LCCMR Board is still looking for additional hydraulic information to be submitted to the DNR. Staff informed the Board that the City was committed to moving forward with the project and understands that the lake level would remain where it is today and that no additional City funds would be spent on the project until the LCCMR grant funds were available to use on the project. The Board requested some additional updates to the work plan and budget and will consider the final approval at the June 27 meeting.

2019 Chip Seal: The completion date for the project is July 30, 2019.

Don Salzmann CR 65 Drainage Improvements: The County has approved moving forward with the drainage improvements with the 50/50 cost share as previously discussed. The City will either need to acquire an easement from Jennie-O Turkey Store (JOTS) or acquire the entire parcel. Staff will be contacting JOTS to see if they are still interested in donating the parcel to the City.

- e. City Administrator Winter provided an update on the meeting with Jennie-O Turkey Store discussing their average flows and BODS coming from the plant. A follow-up meeting has been scheduled for July 8, 2019.

#### **A.I. #7 ACTION ITEMS**

- a. Mayor Finken stated that the City received their annual quote for general liability, errors and omissions, auto, equipment, and property insurance through the League of Minnesota Cities Insurance Trust (LMCIT) for the period of May 15, 2019 – May 15, 2020. The total quote is \$81,408 from \$73,843 for the 2018-2019 coverage. The cost for the premium is shared between the General at 42% and Utility Funds at 58%.

The City's insurance coverage has a \$5,000 deductible, \$15,000 aggregate. The City needs to decide whether or not to waive the statutory tort liability limits. The decision to waive or not to waive the statutory limits has the following effects:

1. If the City does not waive the statutory limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the City purchases the optional excess liability coverage.
2. If the City waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$1,500,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000 regardless of the number of claimants.
3. If the City waives the statutory tort limits and purchases excess liability coverage (\$1 million for \$9,963), a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. In the past, the City has not purchased the excess liability coverage.

In the past, the City has chosen Option 2.

The Utilities Commission, at its June 10 meeting, took action approving the insurance quote of \$81,408, to waive the monetary limits on municipal tort liability, to keep the deductible at \$5,000/\$15,000, and not purchase excess liability coverage.

A motion was made by Mr. Travis Frieler, seconded by Mr. Hill and unanimously carried concurring with the Utilities Commission approving the insurance quote of \$81,408, to waive the monetary limits on municipal tort liability, to keep the deductible at \$5,000/\$15,000, and not purchase excess liability coverage.

- b. Mayor Finken stated that applications with the Minnesota Management and Budget Office for the 2020 capital budget request was due on June 14, 2019. Finance Director Beuning worked with Mike Larson of SEH to submit the application to request bonding bill funding for the wastewater treatment facility updates. Part of the requirements for the application is a resolution of support from the governing body. The Utilities Commission passed the resolution of support at their June 10, 2019 meeting.

Council Member Hill introduced Resolution No 2019-34, Authorizing the City Administrator to File an Application with the Minnesota Management and Budget Office for the Purpose of a Wastewater Treatment Facility Project. The motion was seconded by Mr. Travis Frieler with a roll call vote recorded as follows:

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

- c. Mayor Finken noted that the City of Melrose has four lots that sold during Stearns County's tax forfeiture auction. These parcels have the associated special assessments on them:

*Parcel ID/Legal Description: 66.36668.0003; Daylight Court Lot 004 Block 001  
Assessment: \$25,462; If Lot 004 Block 001 is split and merged with Lot 003 Block 001 and Lot 005 and Block 001, then reassess at \$13,410. Lot 003 Block 001 would be \$6,705 and Lot 005 Block 001 would be \$6,705.*

*Parcel ID/Legal Description: 66.36668.0005; Daylight Court Lot 006 Block 001  
Assessment: \$25,462; If Lot 006 Block 001 is split and merged with Lot 007 Block 001, then waive one assessment and assess new, merged lot at \$25,462.*

*Parcel ID/Legal Description: 66.36668.0006; Daylight Court Lot 007 Block 001  
Assessment: \$25,462; If Lot 007 Block 001 is split and merged with Lot 006 Block 001, then waive one assessment and assess new, merged lot at \$25,462.*

*Parcel ID/Legal Description: 66.36436.0000; 16.82 Acres NE3NW4 lying S'ly of Kraft Dr Less Parts Platted  
Assessment: \$12,649.66*

Upon purchase of the parcel from Stearns County, the new owner is responsible for any special assessments on the property. The City Council has the authority to require payment in full, re-assess as is, reduce the assessment or waive the assessments. Staff contacted other local cities to determine their practice, and it is common to assess over seven years.

Staff recommends should the Council wish to assess these property owners, to use the same interest rate as called out by our special assessment policy, which is 2% over the average municipal bond yield. This would fall into line with other assessments done recently in the City of Melrose.

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried requiring assessments under \$20,000 be paid in full immediately and an option be given to those with assessments greater than \$20,000 be assessed over a seven-year period at an interest rate of 2% over the average municipal bond yield. If a building permit is not pulled within two years of purchase, the balance is due in full. If the property is re-sold, the assessments are due immediately upon sale of the property.

- d. The Council next gave consideration to Pay Voucher No. 1 from Riley Bros. Construction for the 2019 Street Improvements. The total due on Pay Voucher No. 1 is \$176,406.85 less retainage of \$8,820.34 for an amount due of \$167,586.51. Pay Voucher No. 1 has been reviewed by WSB Engineering and recommends approval in the amount of \$167,586.51.

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried approving Pay Voucher No. 1 from Riley Bros. Construction in the amount of \$167,586.51.

- e. Mayor Finken stated that notices have been sent to property owners at 375 Kraft Drive SE, 509 1<sup>st</sup> St SW, 413 5<sup>th</sup> Avenue NE, and 212 Riverside NW requesting that the grass be cut. As per City Code 95.38, all property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grasses, and rank vegetation or other uncontrolled plant growth on their property that, at the time of notice, is in excess of eight inches in height.

It is recommended that the Council approve the destruction orders as it then becomes effective for the entire growing season, meaning that if at any time after the issuance of the notice a violation reoccurs, the City shall abate the weeds without further notification to the property owner. It should be noted that any unpaid grass cutting bills can and will be certified against the property prior to year-end.

A motion was made by Mr. Travis Frieler, seconded by Mr. Klasen and unanimously carried approving the destruction order for 375 Kraft Drive SE, 509 1<sup>st</sup> St SW, 413 5<sup>th</sup> Avenue NE, and 212 Riverside NW.

- f. Police Chief Maus is requesting Council approval to seek applicants for potential Police Officer candidates. Staff would accept applications that would be kept on file for one year as eligible candidates should a position become available. This would shorten the timeframe for recruitment of candidates. Chief Maus is working with surrounding communities to consider a joint hiring effort so all communities can draw from the pool of applicants and realize the benefits. This type of eligibility pool is common for larger agencies that are anticipating retirements, medical leave, etc. Chief Maus will work with City Attorney Dymoke on the legal aspects.

A motion was made by Mr. Klasen, seconded by Mr. Travis Frieler and unanimously carried authorizing staff to seek job applications for Police Officer eligibility.

### **A.I. #8 OLD BUSINESS**

- a. Mayor Finken stated that the Planning and Zoning Commission held a public hearing on February 25, 2019 to consider adding an Outdoor Seating Ordinance to the City's code that would allow an annual permit to be issued administratively to allow seating on sidewalks and public rights-of-way or easements, primarily in the downtown area. A minimum of four feet in clear, walkable sidewalk must be maintained. Other criteria are outlined in the ordinance. Included in the other criteria is language allowing the City to prohibit outdoor seating on public sidewalks during public events, especially if it might pose a safety hazard due to increased pedestrian traffic, which was recommended by the Commission. After the Commission meeting, staff added some language, reviewed by the City Attorney, allowing immediate resolution of any significant safety concerns, regardless of whether there is a breach in any agreement or conditions. The ordinance also outlines the process of allowing the concerns to be rectified and the permit to be re-utilized following correction of the immediate safety concerns. The Commission recommends approval of the ordinance, which has been reviewed by City staff and the City Attorney.

The Council, at its May 16 meeting, recommended the ordinance be shortened and simplified for ease of use and reference by businesses. They also wanted no fee associated with the process. After revising the document and consulting the City Attorney, it was recommended that a permit still be required, with no cost. Every effort was made to make the ordinance as short as possible while still protecting the City from liability regarding any possible personal injury or property damage resulting from objects being placed or used in the right-of-way.

Staff and the City Attorney recommend approval of the draft ordinance.

Mr. Klasen stated that he still does not agree with requiring a permit to have outdoor seating. Mr. Klasen stated that noncompliance can be addressed without requiring permitting. Council Member Klasen also questioned the insurance requirement. Mr. Klasen noted that should compliance become an issue, the City could consider requiring a permit.

Mr. Justin Frieler agreed with Mr. Klasen; however, he did not object to the permitting as long there is not a fee. He felt that the insurance requirement may be burdensome and may dissuade the business owner from having outdoor seating.

Mr. Hill had suggested that as long as the business owner just signed for a copy of the ordinance, he felt that would be sufficient.

Ms. Atkinson stated that the City tries to make the permitting process easy and convenient.

Mr. Klasen made a motion to move forward with the revised ordinance removing the permitting requirement. Mr. Justin Frieler seconded the motion. The Council debated the motion.

Mr. Hill stated that he needed further clarification on the proposed changes to the ordinance prior to voting.

After further discussion, Mr. Klasen then amended the motion to move forward with the revised ordinance removing the word permitting and eliminating under Section 2 92.42 (A1). The motion was debated.

Ms. Winter cautioned the Council stating that the sidewalk was not intended or designed for seating; therefore, the permitting is intended to acknowledge that the businesses have read the ordinance.

The Council reviewed the violation procedure and language.

Mayor Finken called for a vote on the amended motion on the floor to move forward with the revised ordinance removing the word permitting and eliminating under Section 2 92.42 (A1). The motion was seconded by Mr. Frieler with a roll call vote recorded as follows.

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

The motion failed.

After further discussion, the Council, by consensus, determined to table Ordinance No. 06-20-2019-1 and have it brought back at the Council's July meeting.

- b. Mayor Finken noted that Melrose parking regulations include both ordinances creating parking restrictions on specific streets and a general statement that the Council may designate no parking and restricted parking zones. If the Council wishes to follow the general practice of adopting parking restrictions by resolution, the current language should be amended to specifically state that the restrictions may be adopted by resolution. The drafted ordinance amendment does this by adding the phrase "by resolution."

Council Member Hill introduced Ordinance 06-20-2019-2, An Ordinance Amending Melrose City Code Section 71.19(A). The motion was seconded by Mr. Travis Frieler with a roll call vote recorded as follows:

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

- c. Mayor Finken stated that the Council, at its March 21 meeting and again at its May 16 meeting, discussed parking along 2<sup>nd</sup> Avenue SE. Staff was directed to work with the County in regard to prohibiting parking. The County stated that the City would need to submit a resolution requesting prohibited parking.

Council Member Justin Frieler introduced Resolution No. 2019-35, Requesting Establishment of Winter Parking Restrictions on CSAH13/Second Avenue SE in the City of Melrose, Minnesota. The motion was seconded by Mr. Klasen with a roll call vote recorded as follows:

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

AGAINST: None

- d. Mayor Finken noted that the Council, at its May 16 meeting, directed staff to investigate how an ordinance could be written or possible options to restrict parking on a portion of Turkey Lane. City Attorney Scott Dymoke has drafted a resolution that would restrict parking from the southerly side of Turkey Lane SE, between the easterly boundary of 2<sup>nd</sup> Avenue SE and the easterly boundary of 3<sup>rd</sup> Avenue SE.

Council Member Justin Frieler introduced Resolution. No. 2019-36, Resolution Designating No Parking Zone on Turkey Lane SE in the City of Melrose, Minnesota. The motion was seconded by Mr. Hill with a roll call vote recorded as follows:

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

AGAINST: None

- e. Mayor Finken stated that the Council, at its May 16 meeting, moved to table action on upgrading the City phone and internet service. Council Member Klasen requested some time to further research the proposed lease or purchase options. The City's phone and IT provider, Arvig, has provided revised quotes and agreements, which now leave the 100M/20M internet speeds as is, with the option to upgrade at a later date, if needed. The leased option would have an upfront cost of \$1,200, and a monthly fee of \$2,759.15, which would be a decrease of \$205.77 per month from current rates. The purchased option would be an upfront cost of \$8,025, and a monthly fee of \$2,559.90, a decrease of \$405.02 from current rates.

At its May 13 meeting, the Utilities Commission approved the leased option with Arvig to purchase new phones and upgrade the phone system.

A motion was made by Mr. Klasen approving the upgrade to the current phone system, leaving the internet service at 100M/20M upload/download speed with the leased option. The motion was seconded by Mr. Travis Frieler with a roll call vote recorded as follows:

FOR: Council Members Klasen, Travis Frieler, and Hill

AGAINST: None

ABSTAIN: Council Members Justin Frieler and Mayor Finken due to a conflict of interest

- f. Mayor Finken noted that four applications were received for the Part-Time Streets/Parks & Water/Wastewater Maintenance Worker position. Three candidates were interviewed on June 6, 2019. Two individuals were offered the position, of which both respectfully declined the offer. Staff knew of another individual that was potentially interested in the position. Attorney Dymoke was contacted, and since the City has publicly advertised and opened this position, they are authorized to leave it open past the original dates without having to repost it. To keep the process moving efficiently and to fill the position in a timely manner, staff is requesting approval from the Council to continue with the interview process and hire for this position. When staff looked at the part-time maintenance position, it determined that this position is basically performing the same duties as the full-time maintenance position; therefore, staff is proposing to change the wage scale to be the same as the full-time position and to re-advertise the position to remove the portion relating to the water/wastewater and to be more similar to that of the maintenance position.

A motion was made by Mr. Travis Frieler, seconded by Mr. Klasen and unanimously carried approving the wage scale to be equivalent to the full-time maintenance position and re-advertise for the position.

- g. Mayor Finken noted that on May 31, 2019, the Governor signed into law appropriations recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR) for \$2,768,000 in appropriations for the Sauk River Dam Removal and Rock Arch Rapids Replacement. These appropriations are contingent upon LCCMR approval of the current work plan, as well as the City of Melrose's commitment of a local match of \$700,000. The Council approved, by consensus at the March 15, 2018 meeting, that a match would be considered to obtain grant funding. These costs will be incurred by the channel realignment associated with the 5<sup>th</sup> Avenue Bridge Project. LCCMR is requesting the City of Melrose to present their current work plan, as well as confirm the City commitment at either their June 26 or 27 meeting. WSB will continue to work with the DNR after July 1, 2019 when the grant funds will be released to complete design and permitting approval.

Council Member Hill introduced Resolution No. 2019-37, Committing to Funding Local Match for the Sauk River Dam Removal and Rock Arch Rapids Replacement project. The motion was seconded by Mr. Justin Frieler with a roll call vote recorded as follows:

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

- h. This item was moved to after Informational Item 10b.

Mayor Finken stated that according to State Statutes, there are certain exceptions to the Open Meeting Law, which allow councils to close meetings. The City Council may, by majority vote in a public meeting, decide to hold a closed meeting to determine the asking price for real property to be sold by the public body, review confidential or nonpublic appraisal data; develop or consider offers or counteroffers for the purchase or sale of real or personal property. Prior to closing a meeting under any of the following exceptions, the public body must state on the record, the specific grounds that permit the meeting to be closed and describe the subject to be discussed and identify the particular property that is the subject of the meeting. The meeting must be tape-recorded, and the property must be identified on the tape. The recording must be preserved for eight years and must be available to the public after all property discussed at the meeting has been purchased or sold or after the public body has abandoned the purchase or sale. A list of Council Members and all other person present at the closed meeting must be made available to the public after the closed meeting. The actual purchase or sale of the property must be approved at an open meeting, and the purchase or sale price is public data.

A motion was made by Klasen, seconded by Mr. Justin Frieler and unanimously carried to close the meeting at 7:35 p.m. in accordance with the protocol for doing so as presented.

Present were Council Members Tony Klasen, Justin Frieler, Mark Hill, Travis Frieler, Mayor Joe Finken, City Administrator Colleen Winter, Community Development Director Lisa Atkinson, City Clerk Patti Haase, and via telephone Traci Ryan with Ryan Development Consulting LLC.

The property development to be discussed is Lot 1, Block 1, Parcel 66.37011.0200 the Riverview Development Project.

Ms. Ryan reviewed with the Council the Riverview development options.

The Council, by consensus, determined that Bradbury Stamm must sign and return the Letter of Intent by no later than July 15, 2019. The Council, by consensus, affirmed MADA's recommendation to continue with the mixed-use concept. The next step is for Bradbury Stamm to place funds in an escrow account for the preparation of the Development Agreement. The Council, by consensus, determined that \$5,000 would be an appropriate initial amount.

A motion was made by Mr. Hill, seconded by Mr. Klasen and unanimously carried to re-open the meeting at 8:05 p.m.

- i. Mayor Finken stated that the City acquired some of the former Burlington Northern land when the railroad was vacated and the trail constructed. Portions of this land have been sold to abutting properties when they expressed interest.

One parcel (66.37010.0762), abutting land owned by Maria De Lourdes Martinez (420 Main St E), has been maintained by that abutting property for years under the assumption that it was part of their land. That property owner has expressed interest in purchasing from the City.

The land abutting the trail is located just south of Coborn's/Main Street, on the east side of 1<sup>st</sup> Ave SE. The abutting land to the east was purchased by the property to the south of that parcel in 1999 (LeClarie). The Martinez property owner would like the opportunity to similarly purchase the land abutting their property.

According to documents filed with the County, other properties along the railroad corridor were purchased at a cost of \$1.00 per parcel. One parcel was purchased at a cost less than \$500. Valuation for the LeClaire property is \$3,600 sold for \$1.00 (taxes \$51.75) The valuation for the property in question is \$4,700.

A motion was made by Mr. Justin Frieler, seconded by Mr. Klasen and unanimously carried authorizing the parcel of property of the former Burlington Northern land be sold to Ms. Martinez in the amount of \$1.00.

### **A.I. #9 NEW BUSINESS**

- a. Mayor Finken stated that staff has been working on updating the existing 2030 Melrose Comprehensive Plan in preparation for the 2040 Comprehensive Plan. The first few chapters have been updated on the document but quite a few chapters still need to be addressed. Overall the document is in the early stages of being updated. Staff is hoping to do a significant portion of the updating in-house to save costs; however, at the minimum, the community input/survey portion will likely need to be completed by a consultant.

Below are two main questions to be addressed, including staff comments regarding the topics. Then there is an overview of the revisions underway on the document, including restructuring parts of the Plan. Finally, Chapter 2 is included in draft form, which includes an overview of the Visions, Goals and Strategies. Comments from review of this chapter will be helpful in setting the tone for updating the overall document.

The two questions for your consideration:

#### **Question 1: What Level of Community Input is Desired?**

- a. **Online Survey**
- b. **Paper Survey**
- c. **Open Forum(s)**

The direction for community input needs to be determined by the Commission and Council. In the past, it seems several open-house and listening sessions were held to gather public input. A citizen survey was also utilized in the past. Another option available is a "Survey Monkey" type of on-line survey with paper copies. There are limitations to having more than one survey type in that sometimes people may submit more than one survey, especially if it is anonymous.

The City could send notice of the survey or an actual paper copy of the survey in a future utility bill, but electronic payment (automatic withdrawal) bills may not be opened on time to respond to the survey if at all, so using multiple methods of informing the public would need to be used. (Facebook, newspaper, etc.)

**Question 2: Does the City want to form a Comprehensive Plan Committee to review the draft versions and provide input?**

Ms. Atkinson stated that the Planning and Zoning Commission recommends doing both an on-line survey and paper survey as well as a public open forum. They also recommend forming a Comprehensive Planning Committee.

Mr. Klasen believes a lot of public input is needed as the plan should reflect what the community as a whole wants, not just individual, Council or local boards views.

Ms. Winter looked to the Council for direction as who they felt would work best to facilitate the public forums.

Mr. Klasen recommended having perhaps a former employee and local consultant would be a good candidate.

- b. Mayor Finken noted that the City of Melrose is in the process of installing a storm sewer pipe on property that is owned by Jennie-O Turkey Store (JOTS). Staff has received an email from John Hotek (JOTS Director of Engineering) giving the City permission to install the storm sewer directly west of their live haul entrance. JOTS is willing to transfer the property over to the City for \$1.00, and if the City is willing to pay for the Quit Claim Deed, survey, legal and recording. Essentially, they have no use for the property and the City currently has a lift station located on the property.

Staff will continue to work with JOTS and bring a resolution before the Council at a future meeting.

**A.I. #10 INFORMATIONAL ITEMS**

The following informational items were reviewed:

- a. Utilities Commission's May 13 Regular Meeting minutes.
- b. On July 2, 2019, Utility Billing Clerk Carla Van Heel will receive her 35-year recognition award of \$200 as outlined in City Personnel Policy – Employee Recognition Program. Ms. Van Heel was commended for her years of service.

**A.I. #11 ADJOURNMENT**

A motion was made by Mr. Hill, seconded by Mr. Travis Frieler and unanimously carried that the meeting be adjourned at 8:05 p.m.

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PATRICIA HAASE – CITY CLERK