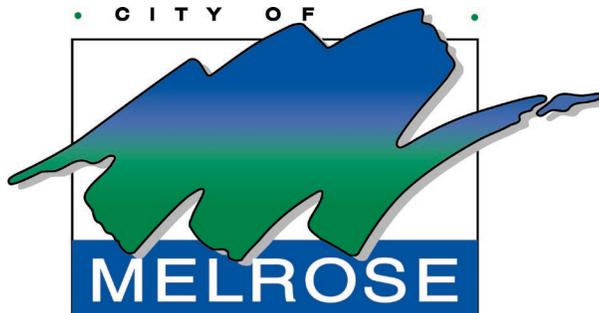


WELCOME TO THE CITY OF MELROSE!



We are glad you chose to make Melrose your home. Melrose offers a high quality of life and is rich with opportunities for growth, enjoyment, and development. Welcome Home!

**City Administration
Administration Office
Melrose City Center**

225 1st St NE

Melrose MN 56352

Phone: 320-256-4278

Fax: 320-256-7766

admin@cityofmelrose.com

www.cityofmelrose.com

CITY STAFF

City Administrator

Colleen Winter

cwinter@cityofmelrose.com

Community Development Director

Lisa Atkinson

latkinson@cityofmelrose.com

City Clerk:

Patti Haase

phaase@cityofmelrose.com

Police Chief:

Craig Maus

cmaus@cityofmelrose.com

Finance Director:

Tessa Beuning

tbeuning@cityofmelrose.com

Ambulance Coordinator:

Jenn Tschida

Fire Chief:

Tom Budde

firechief@cityofmelrose.com

Building Official:

Mark Harren: 320-309-6455

ELECTED OFFICIALS

MAYOR

Joe Finken
203 Main St W
Melrose MN 56352
320-256-3886
Term Expires: 12/31/22

CITY COUNCIL MEMBERS

Travis Frieler
818 4th Ave NW
Melrose MN 56352
320-256-5222
Term Expires: 12/31/22

Mark "Bunker" Hill
107 2nd St SW
Melrose MN 56352
320-256-7544
Term Expires: 12/31/22

Tony Klasen
431 Riverside Ave NW
Melrose MN 56352
320-256-2258
Term Expires: 12/31/20

Justin Frieler
111 3rd St. SE
Melrose MN 56352
320-256-6244
Term Expires: 12/31/20

The Council meets the 3rd Thursday of each month at 6:00 pm. All meetings are open to the public and are televised on Community Connection Channel 14.

RECYCLING

GARBAGE SERVICE

Garbage service is provided by Waste Management, 39864 S Hwy 71, PO Box 109, Sauk Centre MN 56378, 888-960-0008. The City has an exclusive contract with Waste Management Solid waste and recyclable materials are picked up every Thursday. Recyclable materials include twigs, leaves, grass, paper, glass and plastic.

Any resident who is vacant from their premises for more than four (4) consecutive weeks, need to provide notice to Waste Management.

Open burning of leaves in the City is prohibited.

HOUSEHOLD HAZARDOUS WASTE

Questions concerning the disposal of household hazardous waste should be directed to Stearns County Environmental Services at 800-450-0852. Household Hazardous Waste Collection events are hosted by Stearns County each spring, and Melrose is a host site. The following types of wastes can be dropped off at their collection sites; latex paint, oil-based paint, solvents/oils, pesticides, acids, bases, oxidizers, poisons, dioxins, aerosols, antifreeze, and fluorescent bulbs.

ANTIFREEZE, OIL FILTERS, AND OIL RECYCLING

The Minnesota Pollution Control Agency estimates that 600,000 to 2,000,000 gallons of used oil is illegally dumped in Minnesota each year. Just one of those gallons can contaminate as much as 1,000,000 gallons of drinking water, in addition to the countless number of used oil filters seeping oil into landfills.

The City offers a 24-hour self-serve drop site for used oil, filters, and antifreeze. The site is located by Rahn's Oil and Propane, Inc. at 1220 Main St E and is only available for residential, not commercial.

Please think of the environment and recycle your used oil and filters properly!

CITY UTILITIES

Electricity, water, and sanitary sewer are provided by the City of Melrose Public Utilities. Residents receive monthly utility bills, which must be paid by the 25th of each month. For questions regarding utility bills or services, call the Melrose City Center between the hours of 8:00 am and 4:30 pm Monday through Friday at 320-256-4278. For after hours or weekend utility problems, call 320-256-2244.

The City needs to be notified promptly of any new customer, name change or address change information. An application form needs to be completed, and an account deposit of \$200 is required for all new customers or a letter of good credit for the past twelve months from previous electric utility company. The account deposit will be credited to your account after 12 consecutive months of on-time payments or upon termination of service.

The City offers a free service which allows customers to pay their monthly bills automatically. Following authorization, each month the City will automatically debit your checking or savings account with the exact amount due on your utility bill. This can also be used on budget billing accounts. Payment will appear on your bank statement, and you simply deduct the amount from your checking or savings account. If interested in this service, please stop in at the Administration Office to fill out a short form with your bank account number and your signature.

The budget billing account program is designed to make it easier for customers to pay their utility bill by distributing it into equal monthly payments. A 12-month utility billing history is reviewed, and an average monthly billing is then determined. The budgets are reviewed semi-annually, and the customer is notified of any adjustments needed. If interested in setting up a budget payment, stop in or call the Administration Office at 256-4278.

ENERGY CONSERVATION IMPROVEMENT PROGRAM (CIP)

The City of Melrose Public Utilities, along with our energy provider MRES (Missouri River Energy Services), offers the following residential CIP programs:

Energy Star Appliances/Products – The program provides incentives to customers who install Energy Star products. Information is sent to customers periodically regarding appliances and rebates. The rebate form should be completed no later than 90 days from date of purchase. Rebates are available each year until the CIP funds have been disbursed.

For more information on how to receive your appliance rebate, contact the Administration Office at 320-256-4278, or to learn more about Energy Star appliances, go to www.energystar.gov.

BUS SERVICE IN MELROSE

Bus service is available to the public with no age or income requirements and is handicapped accessible. Phone 800-600-7498 or 320-202-7824 for schedule and fare information. Transit Connection is a program of Tri-County Action Program, Inc. For more information, go to the website at www.tricap.org.

COMMUNITY CONNECTION, CHANNEL 14

Melrose customers can watch special interest programs, classic movies, city council meetings, church services, and non-profit display messages for the community, including benefits/fundraisers, city announcements and community information. Community Connection also features helpful how-to videos on Arvig television, Internet, and phone service.

INTERNET, TELEVISION, PHONE, SECURITY

AND COMPUTER REPAIR SERVICES

Internet, television, phone, security and computer repair services are available at Arvig, 224 Main St E, Melrose MN 56352, [320-256-7471](tel:320-256-7471). We provide the latest in high-definition television, DVR (digital video recorder) and so much more. Arvig Internet customers also can support their local school with their purchase. Call, click or visit Arvig for more information. Web site: www.arvig.com.

CABLE TELEVISION, INTERNET, AND TELEPHONE SERVICES

Cable television, Internet and telephone services are provided by Arvig, 224 Main St E, Melrose MN 56352, 320-256-7471.

Cable television service and high-speed Internet are also provided by Charter Communications, 1215 15th St N, St Cloud MN 56302, 800-581-0081. The City has a non-exclusive franchise agreement with Charter to provide cable services.

For information on specific services provided, please contact them directly.

CENTERPOINT ENERGY

Gas services are provided by CenterPoint Energy, 800-245-2377.

For information on specific services provided, please contact them directly.

CHAMBER OF COMMERCE

The Melrose Area Chamber of Commerce is located at 223 Main St E, PO Box 214, Melrose MN 56352. For questions or concerns, please contact Executive Director at 320-256-7174 or chamber@meltel.net. The website address is www.melrosemn.org.

ANIMAL CONTROL

All dogs and cats six months and older, kept or harbored in the City, must be licensed with a City license. The license fee is \$15.00/year; \$20 if not spayed or neutered. A valid rabies vaccination certificate must be presented before a license can be issued. The earliest age to vaccinate for rabies is three months old. License renewals must be obtained at the Administration Office between May 1 and May 31 each year.

The owner is subject to a penalty of \$5.00 for late registration and costs incurred for impounding the animal. These fees are in addition to the license fee. Pet owners are required to clean up animal waste at their residence as well as public and private property. It shall be a nuisance for any animal to habitually or frequently bark or cry. Animals are prohibited from running at large. Animal complaints should be made to the Police Department at 256-7211.

CURFEW

Youth under age 17 have a curfew of 11:00 pm on Sunday – Thursday and 12:00 am on Friday and Saturday. Underage youth who are in a public place after these hours without a parent or guardian, may be issued a citation. A public place includes, but is not limited to, streets, highways, and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities, and shops. Parents should insist that their children are home by curfew. If children stay out past curfew, the parents can also be issued a ticket.

The curfew law is meant to keep young people out of trouble and out of danger. For questions, call the Police Department at 256-7211.

DOOR-TO-DOOR SALES

City Ordinance regulates door-to-door sales in the City. If you are visited by a door-to-door salesperson, you can request to see their City license authorizing the sale.

BUILDING PERMITS

Building permits are required for all residential, commercial, and industrial improvements and signs before starting any work. The building permit application for all residential work must contain the name of a licensed or exempt contractor and their assigned state number. The only time a license number is not required is when the work is being done by the homeowner. If the application does not contain this required information, the City cannot issue a permit. All completed work must be inspected by the Building Official. Contact the Administration Office for an application or to speak with the Building Official who is usually available on Tuesday and Thursday. **Also, for any type of digging you plan to do on your property, you must notify Gopher State One Call at 800-252-1166 at least two days in advance of when you plan to start your project.** In addition to other construction projects, this is required for the planting of trees, shrubs, etc. Please be prepared to give Gopher State your address and the nearest intersecting street. They will take care of notifying all the various utilities.

DOING THE WORK, YOURSELF

Call the Administration office at 320-256-4278 to find out what is required. Numerous handouts on various projects that will be helpful for doing it right are available.

Detailed plans of what you are proposing to construct are required. If your proposed work does not meet the Building Code, it is easier to change it on paper than once you have it built.

Never dig without first having Gopher State Once Call locate the underground utilities 800-252-1166. This is a free service that may save your life.

The owner of a house may do plumbing and heating in that dwelling only if they also reside there.

DOING WORK IN A WETLAND

All wetlands are protected by law. If you propose to excavate or fill in a wetland, call the Administration Office at 320-256-4278 to avoid problems and let the City Staff help you through the permitting process.

SPECIAL ASSESSMENTS

Information regarding special assessments levied against property may be obtained from the Administration Office. Special assessment searches to verify, in writing, the amount of assessment levied or pending against property are available for a \$20.00 fee. The balance of an assessment may be paid at any time; however, to avoid paying the following year's interest, the balance must be paid before November 15. Payment should be made payable to the City of Melrose.

MOTOR VEHICLE REGISTRATION

The nearest Department of Motor Vehicles Office is located at 342 N Main St, Sauk Centre MN 56378 (320-352-2853) to update your address information or renew your driver's license. This office also registers boats, motorcycles, snowmobiles, etc.

To access a Minnesota Driver's Manual, refer to this website:

<http://www.dps.state.mn.us/dvs/DLManual/ManualLangChoice.htm>

PARKING REGULATIONS

No vehicle shall be parked or stopped in the Downtown Business District on any day, except Sunday, for a continuous period of more than three hours between the hours of 8:00 am and 6:00 pm. Parking is also prohibited in the Downtown Business District from 3:00 am to 6:00 am daily from November 1 to April 1. Signs are posted indicating the restrictions. No vehicle shall be parked or allowed to stand for more than 24 hours on any of the public streets or alleys in the City.

Whenever an emergency exists because of snow, freezing rain, sleet, ice drifts or other natural phenomena, or whenever it becomes necessary for snow removal or maintenance work on any streets in the City, an emergency may be declared to exist and will restrict parking for a period of twenty-four hours. Violations of these Parking Regulations will result in a penalty to the owner or operator of the vehicle parked in violation. Citizen's cooperation in keeping the streets clear of vehicles is appreciated.

EMERGENCY PREPAREDNESS

The City has implemented an Emergency Operations Plan for the safety of its residents. The Police Chief is the Public Safety Coordinator. The Emergency Operations Plan is designed to alert citizens of any natural or man-made disaster that might occur. If you have any questions regarding the Emergency Outdoor Warning Sirens, call the Police Department at 320-256-7211.

EMERGENCY OUTDOOR WARNING SIRENS

Emergency outdoor warning sirens have been installed throughout the City to warn the citizens of impending dangers. A frequently asked question is “why can’t I hear the siren inside my home or business.” The emergency sirens are an **outdoor** warning system. The sirens are designated to alert citizens of impending danger and then to have the residents take appropriate action for their safety.

The emergency sirens are controlled by the Stearns County Sheriff’s Dispatch Center. The emergency sirens are tested on the first Wednesday of each month at 1:00 pm by sounding a three-minute alert warning. If you should hear the sirens at any other time, take cover, turn on your radio, and listen for additional emergency information.

ALERT OR ATTENTION SIGNAL

There are four outdoor warning system devices located in the City at the following locations.

1. Central Ave South by Commercial Contractors Corporation
2. Riverside and 3rd Ave NW
3. Main Street E and 5th Ave NE
4. 5th Ave NE north of the Melrose Public School

If you are aware that a warning device in your neighborhood has malfunctioned during the first Wednesday of the month test, please call the Administration Center at 320-256-4278 and give the location of the warning device that did not operate properly.

VOTER INFORMATION

TIME OFF FROM WORK TO VOTE

Minnesota law allows you to take time off from work without loss of wages to vote during the morning of state elections.

VOTER REGISTRATION

Before you can vote, you need to be on the official list of voters. This is called being “registered.” Citizens may register to vote by completing a voter registration card prior to Election Day except 20 days before an election. This allows time to input the information into the official list of voters. Registration is also accepted at the polls on Election Day; however, citizens are encouraged to register prior to Election Day.

You are Considered an Eligible Voter if:

- You are at least 18 years old on Election Day
- You are a citizen of the United States
- You are a resident of the State for at least 20 days preceding an election
- You maintain residence at the address given on the voter registration card

You need to Register if You:

- just became eligible to vote
- moved
- changed your name or haven't voted in the last four years

You are Not an Eligible Voter if:

- You are convicted of treason or any felony whose civil rights have not been restored
- You are under guardianship of another person
- You are found by a court of law to be legally incompetent

Registration Prior to Election:

Anyone wishing to register for voting may obtain a voter registration application from the County Auditor or City Office, either in person or by mail, prior to Election Day, except during the 20 days immediately preceding any election.

When you fill out the application, remember that you can only vote where you live. If you are a student living at school, you can choose whether to register at home or at school, (but not both!).

ABSENTEE VOTING

You can vote by absentee ballot if you are unable to vote in person on Election Day because you are:

- away from home
- ill or disabled
- an election judge serving in another precinct
- unable to go to the polling place due to a religious holiday or beliefs

With absentee voting, you can vote either in person before Election Day or by mail. Call the Stearns County Auditor's office at 320-656-3920.

POLLING PLACE LOCATION

The polling place is located at the Melrose City Center, 225 1st St NE. The City Center conforms to handicap accessibility laws. Polls are open from 7:00 am through 8:00 pm on Election Day.

ELECTION JUDGES

The City is accepting names of people interested in working as election judges. Election judges are trained and paid for the hours they serve. Minnesota law allows time off from work without loss of wages to serve as an election judge.

If you are interested in becoming involved in the election process, contact the Administration Office at 320-256-4278.

MELROSE SCHOOLS

MELROSE SCHOOL DISTRICT 740

Melrose Area Public Schools offer the residents of the Melrose area the opportunity for life-long learning. From early childhood education through 12th grade and adult community education, the District meets the need of young, emerging, and adult learners. All programs are housed on one campus located at 5th Ave NE in Melrose. The District offers enhanced programming for both public and parochial students in art, computer technology, physical education, and counseling services.

The district serves about 1,600 on the unified campus in Melrose and reaches out to the communities of Freeport, Greenwald, Meire Grove, New Munich, Spring Hill, St. Martin, and St. Rosa. District residents have shown their commitment and dedication to area schools through their continued support of District programs, through volunteer efforts, and through their participation in District wide activities.

Commitment, comprehensive programs, and cooperation make District 740 an excellent place to learn! Phone 320-256-5160

Melrose Elementary
School

Melrose Junior High
School

Melrose Senior High
School

ST. MARY'S CATHOLIC SCHOOL

A quality Catholic education from pre-kindergarten through 6th grade is provided to the residents of Melrose in St. Mary's Catholic School. Within a caring, Christ-centered environment, the whole child is nurtured, with special emphasis on spiritual growth, academic excellence, and Christian action. The school is located at 5th Ave SE near St. Mary's Church.

St. Mary's Church sponsors the school as part of its parish mission. Class size is limited, and minimum tuition standards are set. Any family seeking quality education for its children is welcome.

Autumn Nelson, Principal
320-256-4257

MONTESSORI SCHOOL OF MELROSE

A private school with Christian values committed to the teachings of Maria Montessori. Individualized teaching, love of learning, concentration, basic skills, respect for others and self esteem is emphasized. Music, art, movement, practical life, sensorial development, language, mathematics, geography, science, and social studies are incorporated. Classes are for ages three through six. The school is located at St. Paul's Lutheran Church, 207 5th St NE.

Tammy Beuning, Principal
320-256-2141

WEST CENTRAL AREA LEARNING CENTER

The Center is for students ages 12-21 (middle & high school level.) They offer an Extended Year Program, so they offer day, evening and summer school. The summer school program is 7 ½ weeks. The Center includes the Albany, Paynesville, Sauk Centre, and Melrose School Districts. The Center meets all the state standards and the students must take all the same standardized testing. The school is located at 9 2nd St SW, 320-256-7836.

CHURCH INFORMATION

CATHOLIC:

St. Mary's Church
320 5th Ave SE
Melrose MN 56352
320-256-4207
www.oneinfaith.org

LUTHERAN:

St. Paul's Lutheran Church
207 5th St NE
Melrose MN 56352
320-256-3847
www.stpaulsmelrose.org

EVANGELICAL FREE:

Birch Hills Community Church
PO Box 308
Melrose MN 56352
320-905-9138
www.birchhillscommunitychurch.org

HEALTH CARE INFORMATION

CLINIC:

CentraCare Health – Melrose
525 Main St W
Melrose MN 56352
320-256-4228

HOSPITAL:

CentraCare Health – Melrose
525 Main St W
Melrose MN 56352
320-256-4231

DOCTORS:

Michael Beste, MD
Patrick Heller, MD
Kurt Schwieters, MD
Julie Klasen, MD
Lindsey Chmielewski, MD
Jennifer Tomford, CNP
Elaine Thelen, CNP
LeAnn Zimny, PA

DENTISTS:

Midwest Dental
203 Main St E Suite A
Melrose MN 56352
Matthew Ford, DDS
20-256-4267

OPTOMETRIST:

Rick Groetsch
203 Main St E Suite B
Melrose MN 56352
320-256-4000

CHIROPRACTOR:

Craig Sawyer, DC
109 1st Ave SW
Melrose MN 56352
320-256-4692