

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, October 27, 2008

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members: Randi Vick, Gary Klug, Robert Standish and Peggy Perry. Members absent: None. Consultants and City staff present: Mike Gerardy, Stephanie Mann and Robert L. Nelson. Visitors present: Jeff Ostern.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Klug, seconded by Member Vick, to approve the Consent Agenda Items, listed below. Members voting in favor: Morey, Vick, Klug and Standish. Opposed: None. Abstaining: Perry. The motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, October 13, 2008, as presented.

B. CHARITABLE GAMBLING: To approve an Application for Exempt Permit, submitted by the Knights of Columbus, to conduct a gambling event at St. Mary's Grade School, 308 East South Street on July 25, 2009, to conduct a raffle. Further, to waive the waiting period.

C. CHARITABLE GAMBLING: To approve an Application for Exempt Permit, submitted by Caledonia Founders Days, to conduct a gambling event at the City Auditorium, 219 East Main Street, to conduct a raffle and sell pull tabs and tip boards on January 30, 2009. Further, to waive the waiting period.

#### VISITORS AND COMMUNICATIONS

##### A. ACCOUNTANT'S REPORTS

1. CASH AND INVESTMENTS: Stephanie Mann, City Accountant, reviewed the cash and investments report, stating the cash balance at \$222,564.22 with investments at \$2,417,000. Cash declined by over \$228,000 from the end of August.
2. BUDGET WORKSHEET: Ms. Mann reviewed the budget worksheet noting that the expenditures in the General Fund to date were \$1,801,575.24 representing 88.4% of the budgeted expenditures.
3. COMBINED FINANCIAL STATEMENT: Ms. Mann reviewed the assets, liabilities and equity of the City. The grand total amount of assets and total liabilities and equity is \$15,609,031.23.
4. BANKING ACTIVITIES: Ms. Mann informed the entire council that a committee meeting earlier that evening with Mayor Morey and Member Klug resulted in a recommendation to do the city's banking for a period of 5 years, beginning January 1, 2009 with Merchants Bank – Caledonia. She reported the committee along with herself and Clerk Nelson had reviewed data submitted by Bank of the West, Merchants Bank and Eitzen State Bank as to charges and interest rates along with other services offered by each bank in consideration of having the city's checking accounts at their depository. Having reviewed all fees and services offered, the city's best interests seem to be provided by Merchants Bank and the recommendation was made to conduct all banking activities at Merchants Bank for the 5 year period. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to conduct all banking activities at Merchants Bank for a period of 5 years beginning with January 1, 2009, for all funds and all accounts with the intent to review the bank of choice at the end of the 5 year period. Members voting in favor: Morey, Klug, Standish and Perry. Opposed: Vick. The motion was declared carried.

##### B. ADMINISTRATIVE COORDINATOR TOPICS

1. ZONING APPLICATION – OSTERN: Jeff Ostern and Mike Gerardy, Administrative Coordinator, reviewed Mr. Ostern's zoning application proposing to construct a new residence at 511 West Washington Street, with dimensions of 30' x 36' and a garage with dimensions of 30' x 40'. The application requires a 192 square foot area variance on the garage. It was pointed out that the dwelling should be constructed to a point where the entire facility was enclosed prior to

erecting the garage with the exception that the concrete slab could be poured immediately due to the onset of cold weather. Following discussion, a motion was made by Mayor Morey, seconded by Member Standish, to approve the Zoning Application and grant the requested variance of 192 square feet on the area of the garage, further, allowing a concrete slab to be poured immediately for the garage, but with the construction of the home to precede garage construction to a point that the home was fully enclosed. When construction is to begin on the garage, construction on the home must continue simultaneously. Members voting in favor: Morey, Klug and Standish. Opposed: Vick and Perry. The motion was declared carried.

2. AUDITORIUM ROOF BIDS: Mr. Gerardy updated the Council with information that Interstate Roofing met all requirements for the bid and was intending to begin the project on November 9<sup>th</sup> or 10<sup>th</sup>.
3. STREET DEPARTMENT FRONT END LOADER: Mr. Gerardy informed the Council that it was time to trade-in the 621 Case front end loader, having had it for a period of 2 years. He commented that the estimated cost for leasing the next new model would not exceed \$24,000. He asked for authorization to place the order so the new machine could be obtained in January of 2009. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to permit Mr. Gerardy to place the order for the new front end loader at this time with delivery and payment anticipated for January 2009 and the payment not to exceed \$24,000. All members voted in favor and the motion was declared carried.
4. SAFE ROUTES TO SCHOOL PROGRAM: Clerk Nelson and Mr. Gerardy informed the Council that their class at Rochester to be instructed on application for the Safe Routes to School Program Grants resulted in information that was prohibitive with the time requirements for all the data and cooperation of the community necessary to be achieved prior to the application date of November 21, 2008. They recommended to the Council that the program be further investigated if it is to be continued in future years and the City had knowledge of the program with 9 or 10 months advance notice before applications were due. Following discussion, a motion was made by Mayor Morey, seconded by Member Klug, to terminate the grant application process. All members voted in favor and the motion was declared carried.

#### C. COMMUNICATIONS

1. Letter, Mediacom, Cable TV Rate Increase.

#### NEW BUSINESS

##### A. AMBULANCE DEPARTMENT

1. GARAGE DOOR TIMERS: Clerk Nelson informed the Council that ambulance director Mike Tornstrom requested authorization to install garage door timers which are also keyless entry features to enable access when the regular door inaccessible for some reason or other and to close the overhead garage doors when the ambulance departs in the event that the operator neglects to close them or there is a malfunction remote control. Following discussion, a motion was made by Member Standish, seconded by Member Klug, to authorize the keyless entry/door closure to be purchased and installed for a fee not to exceed \$300. All members voted in favor and the motion was declared carried.
2. STAFF TRAINING: Mr. Tornstrom also requested authorization to conduct training classes to qualify 2 ambulance personal to become CPR and First Aid Trainers. Keli Tornstrom would be the instructor for the classes for which the fees were expected to be less than \$300. Following discussion, a motion was made by Member Standish, seconded by Mayor Morey, to authorize up to \$300 to be spent for instruction classes to train 2 ambulance attendants as CPR and First Aid Instructors. All members voted in favor and the motion was declared carried.

B. ASSESSMENT ROLL: Clerk Nelson reviewed a proposed assessment roll for Christine Soppa, 116 North Winnebago Street, for repair of her water service line. The special assessment is distributed over a 5 year period at 6.25% interest, having a total billable amount of special assessment of \$1,172.20. Following discussion, a motion was made by Mayor Morey, seconded by Member Perry, to approve the assessment roll for Christine Soppa over a 5 year period at 6.25% interest for an amount of \$1,172.20. All members voted in favor and the motion was declared carried.

**CLERK'S REPORT**

A. **HOUSTON COUNTY EMERGENCY OPERATION PLAN:** Clerk Nelson informed the Council he had attended the 3<sup>rd</sup> meeting of the Houston County Emergency Operation Plan which had been held at LaCrescent on October 21<sup>st</sup>. The next and final meeting is scheduled for December 2 at Spring Grove. The Emergency Operation Plan is structured to present unique hazards to the various cities in the County such as Hokah suffering from flooding whereas the City of Caledonia would have very little chance of flood. Each community had been asked to list the 5 most probable types of hazards it would face.

B. **2009 DRAFT LEAGUE OF MN CITIES POLICIES:** Clerk Nelson informed the Council members that there was one hard copy of draft policies proposed by the League to represent at the legislature for calendar year 2009. Any Council members reading these proposed policies were welcome to borrow the book.

C. **ELEVATOR OPERATING PERMIT:** Clerk Nelson informed the Council that a State inspector recently stopped to inspect both the elevator in City Hall and wheelchair lift in the City Auditorium. He informed Clerk Nelson that the State had no imposed a \$100 annual operating permit for each elevator device. The City must therefore submit a fee of \$200 to the State of Minnesota for its elevator and wheelchair lift.

D. **MULTI-STATE TRAIN DERAILMENT WORKSHOP:** Clerk Nelson asked if any Council members would be interested in attending the subject workshop which was to be held December 3 and December 4 at the Stony Creek Inn, LaCrosse.

E. **BOARD OF APPEAL TRAINING:** Enclosed with the Agenda was a flyer designating the dates and locations for training as a member of the council for partaking in the Board of Appeal process. Minnesota laws now requires that at least one member of the governing body has to have training in order to conduct a Board of Appeal review. Nelson recommended that Member Vick, the only Council member not up for election this year, take the training to guarantee one council member would have had the training when the Board of Review is conducted in April 2009.

F. **EMPLOYEE TIME RECORD:** Enclosed with the Agenda was the Employee Time Record for pay period October 6 – 19, 2008.

**ADJOURNMENT:** There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Standish. All members voted in favor, the motion was declared carried and the meeting then adjourned at 7:34 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, November 10, 2008, in the Council Room, City Hall.

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Michael J. Morey, Mayor

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Robert L. Nelson  
City Clerk – Administrator