

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, November 23, 2009

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

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry (6:09 p.m.), Robert Lemke (6:03 p.m.) and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy. Visitors present: Nick Gengler, Seth Gengler, Stan Bahr, and Charlie Warner, Report.

AGENDA APPROVAL: Interim Clerk Gerardy wanted to add the Minnesota DNR Water Supply Plan as well as Christmas decorations for the upcoming season. Member Murphy wanted to add the Conservation Improvement Plan. A motion was made by Mayor Burns, seconded by Member Vick, to add the above mentioned topics to the Agenda. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA: A motion was made by Mayor Burns, seconded by Member Murphy, to approve the Consent Agenda items, listed below. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, November 9, as presented.

#### VISITORS AND COMMUNICATIONS

A. PUBLIC HEARING – SNO PAC FOODS: Nick Gengler, Sno Pac Foods, went over his Zoning Application for the existing plant located at 521 West Enterprise Drive, proposing to construct a 20' x 86' x 10' addition on the existing Sno Pac Foods plant for office purposes. The proposed addition will be located approximately 10' from the North (side) property line, therefore requiring a 20' setback variance. Interim Clerk Gerardy explained that many years ago when APN had built their building that 45 extra feet was added to the right of way due to the length of their building & semi's coming in and out. Since then APN has added 80 feet onto their building and the extra right of way is not needed anymore but it was never turned back to the property owners along the south side of Enterprise Drive. Gerardy also explained he did some research on other buildings in the Caledonia Industrial Park and many of them are within the same distance or close to what Sno Pac is asking for, so it is not an abnormal situation for the Industrial Park's past history. After lengthy discussion, Mayor Burns closed the public hearing and resumed the regular meeting. Whereupon a motion was made by Mayor Burns, seconded by Member Lemke, to approve the Zoning Application and grant the 20' setback variance. All members voted in favor and the motion was declared carried.

B. PUBLIC HEARING – HOUSTON COUNTY VETERAN SERVICES: At this time the Council reviewed the Zoning Application submitted by Houston County, proposing to install 2 35" x 55" double faced post and panel signs that will be non-illuminated. Sign #1 requires a 127' setback variance from the west property line. Sign #2 requires 120' setback variance from the west property line. Since a representative from the County was not present, Interim Clerk Gerardy went on to explain that normally signs have to have the same setback as buildings, which in the Highway Business District is 130 feet from front road right of way. Gerardy explained that recent signs such as Dollar General, Eitzen State Bank & Kwik Trip have all required similar setbacks along Highway 44. Following discussion, Mayor Burns closed the public hearing and resumed the regular meeting; whereupon a motion was made by Mayor Burns, seconded by Member Vick, to approve the Zoning Application and grant the two above mentioned variances. All members voted in favor and the motion was declared carried.

C. REFUNDING BOND: Shannon Sweeney of David Drown Associates was present to discuss the refunding of the sewer bond. He explained he was back for the bond issue due to the refunding of the sewer bonds using unrated bonds instead of rated bonds, as was planned. And felt this was a better option for the City at this time. Member Perry asked if using unrated versus rated bonds means anything. Mr. Sweeney responded, in some instances there is a difference but at this time the savings will be very similar and the unrated bonds are easier to obtain and the City will still realize the \$15,000 savings as discussed previously using rated bonds. Following discussion, a motion was made by Mayor Burns, seconded by Member Perry, to accept the offer of United Banker's Bank to purchase the bonds without a credit rating and a net savings to the City of approximately \$15,133. All members voted in favor and the motion was declared carried.

D. CITY ACCOUNTANT

1. CASH AND INVESTMENT BALANCE: Stephanie Mann, City Accountant, reviewed the Cash and Investment balance showing cash as of October 31, 2009, was \$524,295.26 and total investments were \$2,547,900.
2. 2009 BUDGET WORKSHEET: Ms. Mann briefly reviewed the budget worksheet which showed the line item detail of revenues and expense through October 31, 2009.
3. 2010 BUDGET: Ms. Mann handed out information for the 2010 budget. The drafted budget had total revenues of \$1,894,786 and total expenditures of \$1,749,720 balancing the budget to an income of \$145,066. She explained that she used the total proposed tax levy of 20.71% and did not budget any capital items. After lengthy discussion of the enclosed packet, Ms. Mann instructed them to review the information & bring it back with them for the Special Budget Meeting on December 7<sup>th</sup>.

OLD BUSINESS

A. AUTOMATIC READERS: Interim Clerk Gerardy informed the Council of updated information on the automatic readers for the new meters that are coming for the electric department and it was just a matter of extending the pricing to the end of December 2009 versus the 30 day original quote if the Council wished to purchase these meters. After brief discussion members commented it wouldn't make much sense to buy the readers until we really have the meters and see how they would initially work. No action taken.

B. CONSERVATION IMPROVEMENT PLAN: Member Murphy discussed the recent update on the Conservation Improvement Plan that needs to be done by January 1, 2010. He explained that himself and Matt Blocker, City Electrician having been going over different criteria that could be used in the plan. Different ideas mentioned were weatherization of windows and doors, offering light bulbs to residents for public education purposes. Could use different improvements to public buildings for the plan and the 2010 electrical project for Sunnyside and Foltz Addition would also be incorporated into the plan. No action taken.

NEW BUSINESS

A. ASSESSMENT ROLL: Interim Clerk Gerardy explained that Ruth Ann St. Mary, 509 West Washington Street, wishes to put her recent repair of water service line on special assessment and to distribute it over a ten year period at 6.25%. After brief discussion about how the assessment roll works, a motion was made by Mayor Burns, seconded by Member Perry, to approve the Assessment Roll. All members voted in favor and the motion was declared carried.

B. AMBULANCE DOOR TIMERS: Interim Clerk Gerardy informed the Council that Mike Tornstrom, Ambulance Director, requests permission to install automatic door timers on the two overhead doors in the ambulance barn. On occasion the controller in the ambulance doesn't communicate properly with the closer in the building and the door doesn't close properly, therefore the doors remain open. Mr. Tornstrom obtained a verbal quote from Tri-State Door Company in the amount of \$550 per door, which would involve new door openers with door timers and an outside keypad in the event the small door keypad would become inoperable. After brief discussion, a motion was made by Mayor Burns, seconded by Member Perry, to authorize the purchase of the automatic door timers for an approximate extended price of \$1,100. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. CASH REGISTER: The City Clerk's Office cash register became inoperable this past week and was not able to be fixed. New one was purchased from Precision Office Machines in the amount of \$587.81.

B. MEDICAL LEAVE: Officer Allan Johnson had surgery on Thursday, November 19<sup>th</sup> for a back injury. He will be off of work for a period of six to eight weeks. Officer Johnson injured his back last year during working hours and therefore it will be a worker's comp claim.

C. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report showing a Total Monthly Average Nitrogen Level of 8.54 mg/l.

D. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period November 3 – 15, 2009.

E. INSURANCE PAYMENT: Interim Clerk Gerardy informed the Council that the City received payment in the amount of \$1,759.06 from Allied Adjustors for the Liquor Store Burglary. The case is still being worked on by Chief Zehnder.

F. CHRISTMAS DECORATIONS: Interim Clerk Gerardy asked the Council if it would be okay to just put up decorations from Pine Street west to Decorah Street, versus going all the way to Highway 44/76 on Main Street as we've done in the past because of the city's financial situation. Following brief discussion the Council agreed by general consensus to just put the decorations up in the downtown areas and not extend to Highway 44/76 for 2009.

G. DNR WATER PLAN: Interim Clerk Gerardy informed the Council that the City had received approval of their Water Supply Plan from the DNR. A motion was made by Mayor Burns, seconded by Member Perry, to adopt the plan. All members voted in favor and the motion was declared carried.

H. CHRISTMAS PARADE: Interim Clerk Gerardy reminded Council that the Christmas Parade was Friday, December 4<sup>th</sup> at 7:00 p.m. He stated he would inform them of the float number when we received notification.

I. BRIMEYER GROUP INTERVIEWS: Interim Clerk Gerardy reminded all Council Members of the interviews starting on Tuesday, November 24<sup>th</sup> and Wednesday, November 25<sup>th</sup> for the Clerk-Administrator search. The Brimeyer Group would be in town both days for interviews with staff, council people and people throughout the community and hope to receive input for the brochure to be given to potential candidates.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Perry and seconded by Member Lemke. All members voted in favor, the motion was declared carried and the meeting then adjourned at 8:10 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, December 14, 2009, in the Council Room, City Hall.

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Robert H. Burns, Mayor

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Michael F. Gerardy  
Interim City Clerk – Administrator

SPECIAL MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, December 7, 2009

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

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry, Robert Lemke and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy, Stephanie Mann, Kurt Zehnder, Mike Tornstrom, Chuck Gavin, Matt Hoscheit, Mike Meiners, Randall Ashbacher. Visitors present: Doug Rusert.

BUSINESS ITEM

A. BUDGET REVIEW: Kurt Zehnder, Mike Tornstrom, Mike Gerardy, and Chuck Gavin were all present to discuss and review the importance of certain equipment or vehicle needs of their various departments. Following discussions with the department heads, Stephanie Mann, Accountant, began a line by line review of the draft budget with the Council. After reviewing all line items, the Council looked over the list of capital items that each department requested, adding various capital items to the draft budget; whereas others were not added. Member Vick left the meeting at 10:50 p.m. The discussion continued with the proposed 20.71% tax levy and after lengthy conversation and due to the time of the evening and not being able to decide on the items to be left off the draft budget and the proposed tax levy, the Council decided to return on Thursday, December 10, 2009, to continue the budget review.

RECESS: The Council agreed by general consensus to recess the Special Meeting at 11:15 p.m. The Continued Meeting will be held at 6:00 p.m., Thursday, December 10, 2009, in the Council Room, City Hall.

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Robert H. Burns, Mayor

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Michael F. Gerardy  
Interim City Clerk - Administrator

CONTINUED MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Thursday, December 10, 2009

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

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry, Robert Lemke and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy and Stephanie Mann Visitors present: None.

BUSINESS ITEM

A. BUDGET REVIEW: Stephanie Mann, Accountant, presented her reworked draft budget after the discussions after Monday nights review. The Council continued to go through capital items requested by department heads as well as the proposed tax levy. After discussion the final 2010 draft budget was set at \$1,894,786 for revenues and expenditures being \$1,833,353, with a surplus of \$61,433. The proposed tax levy will be 20.71%. This information will be taken to the Regular Council Meeting on Monday, December 14<sup>th</sup>.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Burns and seconded by Member Perry. All members voted in favor, the motion was declared carried and the meeting then adjourned at 7:15 p.m.

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Robert H. Burns, Mayor

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Michael F. Gerardy  
Interim City Clerk - Administrator