

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 24, 2006

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members Paul Fisch, Randi Vick, Gary Klug and Robert Standish. Members absent: None. Consultants and City staff present: Tim Murphy, Tony Klug, Roger Schmitz, Michael Gerardy, Jim Kochie and Robert L. Nelson. Visitors present: Kevin Kelleher, Noel Brenza, Lisa Ely, Amber Foster, Betsy Pieper, Arien O'Heron and Jane Palen, Reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Klug, seconded by Member Vick, to approve the Consent Agenda items, listed below. All members voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, April 10, and the Special Meeting held Tuesday, April 18, 2006, as presented.

B. 3.2 MALT LIQUOR LICENSE: To approve a 3.2 Malt Liquor License requested by Caledonia Founders Days for a three day period beginning June 16, 2006.

VISITORS AND COMMUNICATIONS

A. CALEDONIA FOUNDERS DAYS: Noel Brenza, President, reviewed Founders Days plans for the June celebration to be held on the 16th, 17th and 18th. She explained that activities are scheduled at the Veteran's Memorial Park with a softball tournament and volleyball games. Founders Days is hoping to utilize the warming house for storing certain equipment and conducting sales. Economics is a concern because the umpires are to be paid and musical entertainment will be hired for the occasion. Ms. Brenza reported that they are seeking organizations or business persons with alcohol licenses to sponsor sales of alcoholic beverages and organizations which may conduct charitable gambling. Founders Days would receive a percentage of profits from these activities. She asked if the City would consider authorizing use of the Veteran's Memorial Field for a small charge or offer it without charge. She reported there are two food wagons scheduled for the area and that the street between the swimming pool and concession stand would be blocked off to avoid pedestrian / automobile accidents. Indicating she understood park activities were to end at 10:00 p.m., she requested authorization to conduct the live music until midnight to correspond with the festive activities and sale of beverages. Following discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to allow use of the recreation field from June 16 – 18 including the ball field lights until midnight on Friday and Saturday nights, all without charge. All members voted in favor and the motion was declared carried.

B. PROPOSED CRIMINAL JUSTICE CENTER: Kevin Kelleher, Chairperson, Houston County Board of Commissioners, reviewed the most recent information concerning the proposed Criminal Justice Center. Mr. Kelleher informed the Council that the County had closed negotiations for the purchase of the Bill Albert home, the final property necessary to erect the proposed center on the south side of the existing courthouse, referenced as Option B. He reported the initial consideration for a new jail was security, referring to a public hearing conducted in 1991, attended by two people. Current plans include utilizing 3,200 square feet of the existing courthouse eliminating an estimated expense of \$450,000 for the proposed new building. He displayed overhead illustrations of the proposed layout, commenting that his intent would be to incorporate the jail area, shown on the illustration as a separate building, inside the larger administrative portion of the building to reduce the overall outside dimensions. He referenced the fire hazard of the upper storage timbers in the existing courthouse which had been brought up by Fire Chief Chuck Gavin. He said that hazard would be addressed in construction planning at the separation point of the existing courthouse with the new facility. Mr. Kelleher reported that there are no current plans to remodel the old jail, but the building maybe utilized for storage for other purposes. In response to questions from Council Members, Mr. Kelleher responded that parking space maybe provided at the sight of the McCabe or old Kircher home's; that the sally port would provide at least a couple of parking spaces for Sheriff Office vehicle's; That construction staging areas have not been explicitly identified, but that property could be conceivably be rented for construction equipment placement. Comment was made that plans to vacate segments of city streets should be presented to the Council as soon as possible.

C. MAPPING: James Kochie, Davy Engineering, informed the Council that Davy Engineering had first prepared maps for the City Of Caledonia in 1948. Since then intermittent

updates were made with the first electronic mapping used in 1992. Mr. Kochie explained that electronic mapping allows data to be applied in layers. For example copies could be made of the base map or the base map with street names or the base map with water mains, etc. He briefly discussed the differences before a simple electronic program to illustrate the layout of the City with streets, water main, and the like and a GIS System which would also include all data about any given item on the map, such as a fire hydrant or electric transformer. Some discussion was held on the mapping errors around Jackson Street, which show land parcels on the north side of Jackson Street at a dimension of lesser depth than actual measurement. Mr. Kochie pointed out that the present electronic maps are not geographically correct as would be the case with GIS mapping. As a result, if an electronic transformer, for example, were located by GIS means, then placed on the present map illustration, it may appear to be in the middle of the street rather than on the boulevard. Mr. Kochie submitted an engineering proposal for updating city maps including \$1,550 for adding new subdivisions and development area; \$1,000 for updating the water system and sanitary sewer utility and \$2,000 for drafting the storm sewer system which has never been illustrated on City Of Caledonia maps. In addition, to attempt corrections to the mapping around Jackson Street, Mr. Kochie offered alternate proposals. The lesser expensive proposal of approximately \$1,200 would simply illustrate the parcels as they exist but would indicate the parcels without given dimensions. A more complex platting method with an estimate of approximately \$10,000 proposed to draft an auditor's subdivision to plat each of the existing parcels. Following discussion, a motion was made by Member Fisch, seconded by Member Vick, to approve updating City maps for the cost of \$1,550 for adding new subdivisions and development; \$1,000 for updating the water system and sanitary sewer utility and \$2,000 illustrating the city storm sewer system. All members voted in favor and the motion was declared carried. Further, a motion was made by Member Standish, seconded by Member Fisch, to authorize the investigation of mapping corrections around Jackson Street for the approximate \$1,200 amount with the stipulation that Davy Engineering is to communicate and negotiate with a Council Committee if the cost is to exceed that amount. All members voted in favor and the motion was declared carried. Further, having also held discussion on software computer programs which would enable City staff to view maps and print segments, a motion was made by Member Fisch, seconded by Member Standish, to approve the purchase of up to 3 software "viewer" programs at an estimated cost of \$150 each. All members voted in favor and the motion was declared carried. All members voted in favor and the motion was declared carried.

D. WASTE WATER TREATMENT PLANT METHANE BURNER: Mr. Kochie and Tony Klug, Water /Waste Water Supervisor, discussed preparation of an estimate for rejuvenating the methane burner at the Waste Water Treatment Plant. Discussion revealed an underground, 3" black iron pip, approximately 150' in length, had been placed 40 or more years ago to conduct the methane from the plant to the burner. Mr. Klug says that pipe is now plugged and requires replacement. Mr. Kochie said he would prepare an estimate to replace the underground pipe and return the burner to operational status.

E. DEPARTMENT REPORTS

1. WATER / SEWER DEPARTMENT: Mr. Klug reported that the Waste Water Treatment Plant is operating well; he is working with Caledonia Haulers to monitor their sanitary wastes, announcing they recently purchased a new PH Monitor; commented that the newest improvements to the Waste Water Plant are now approximately 11 years old and reported that the comminutor requires repairs of an estimated cost of \$26,000 and the grinder, installed in 1987, needs to be rebuilt and repaired at an estimated cost of \$30,000. An electronic valve needs replacement for a cost of approximately \$2,000 and the industrial park lift station should be rehabilitated and raised approximately 2' for an estimated cost of \$30,000.

Regarding the water utility, Mr. Klug reported that the City's plan to seal wells #4 and #5 has been interrupted by a reported investigation wishing to be done by the Environmental Protection Agency (EPA) before such sealing may occur. He and Mike Gerardy, Administrative Coordinator are working on the Wellhead Protection Plan, a new requirement of the State of Minnesota which identifies the geological data surrounding the city wells, areas of varying intensities of protection required outward from the wells, identification of all known wells in the city and surrounding area which may impact or contaminate the city public water supply and much additional data all focus on protecting the city's public water supply. He reported that well #6 should have routine maintenance which includes pulling and rehabilitating the pump. He reported that the time has come for completing and publishing the Annual Consumer Confidence Report.

Regarding the Swimming Pool, Mr. Klug reported that it should be painted again this spring and that the filter should be rebuilt. Most concrete was replaced in 1972. During the operating season, the pool leaks approximately 2-3" per day, but that includes evaporation and splash out. He reported there should be hot water in the locker room areas. Member Standish commented that the building should be "dressed up".

Other comments included a question from Member Fisch about the condition of the water towers with Mr. Klug's response that they should be inspected and washed. Brief discussion was also held on the inquiry of Midwest Wireless to mount antennas on the Ramsey Street Water Tower to enhance their radio signal in the City Of Caledonia. Mr. Klug had no objections to the antennas but commented that nothing should be done which would injuriously impact the structural integrity of the towers. Maintenance of fire hydrants was also discussed, referring to a recommendation by Fire Chief Chuck Gavin. Mr. Klug said that the water department would do fire hydrant maintenance, meaning generally to oil or grease the threads bolts and inspection for any type of damage.

2. **ELECTRIC DEPARTMENT:** Roger Schmitz, City Electrician, informed the Council that the new vehicle had not yet arrived but should soon be delivered. The fabricators will come to repair any problems in the City Of Caledonia for the first year the vehicle is owned. Mr. Schmitz recommended the GIS System for mapping the electrical utility infrastructure. Mr. Schmitz recommended rehabilitation of the old circuits leading from the substation behind City Hall and commented that two circuits and a 350 kva transformer blew up recently. He will return with estimates for 4 circuit upgrades. Mr. Schmitz reported that the new electric department vehicle will be 12' 6" high and can be stored in the electric department warehouse until winter. Plans include installation of a few new, wood poles on the east side of town.
3. **ADMINISTRATIVE COORDINATOR:** Mike Gerardy, Administrative Coordinator, informed the Council that he and other city staff are investigating generator sizes and characteristics in consideration of operating the emergency two way radio systems, city hall and city auditorium in the event of power outages. The most important and immediate need is to secure operation of the emergency two way radio systems.

Mr. Gerardy reviewed the policy for replacement of sidewalks or damaged areas of sidewalks, asking if the Council wished to set a maximum square foot charge such as \$3.50. Of that amount, the City policy has been to reimburse the property owner 25%. Following discussion, a motion was made by Member Fisch, seconded by Member Standish, to continue the sidewalk incentive program with reimbursements of 25% applied to construction costs of no more than \$3.50 per square foot. All members voted in favor and the motion was declared carried.

Mr. Gerardy further reported that he wished to continue handicapped ramp replacement at intersection. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to approve up to 3 handicapped ramps at an estimated cost of \$1,200 each. All members voted in favor and the motion was declared carried.

F. COMMUNICATIONS

1. LMC Friday Fax, 4-13-06.
2. LMC Friday Fax, 4-21-06.

OLD BUSINESS

A. **MINNESOTA ALLIANCE FOR SAFE HIGHWAYS:** Distributed with the Agenda was the letter drafted by Houston County Highway Engineer Tracy Von Burgen and signed by Kevin Kelleher, Chairperson, Houston County Board of Commissioners. This letter recommended to the Minnesota State Legislature that consideration of increasing the size or weight of trucks be approached with care and expert advice from engineers. The question to the Council was whether or not it wished to submit a similar letter to the State Legislatures. Following brief discussion, the Council agreed by general consensus to take no action on the issue.

B. **PROPOSED ACCOUNTING POSITION:** Clerk Nelson distributed copies of a Job Description for the Accounting position. Discussion of the proposed position ended with a motion by Member Fisch, seconded by Mayor Morey, to advertise at the earliest opportunity

with a wage rate between \$11.50 - \$16.50 depending upon the education and experience. All members voted in favor and the motion was declared carried.

C. ANTENNAS ON WATER TOWER: Clerk Nelson reported that City staff is continuing to review the submitted lease agreement as drafted by Midwest Wireless and research information about any negative impact which may result from having such antennas mounted on the water tower. Discussion alluded to the introductory rate of a \$25 monthly rental fee for two antennas on the tower with a conclusion that the obligations imposed by the lease agreement far out weighted any benefit of such small rental fee. The Council concurred by general consensus that Midwest Wireless should consider implementation of the full scale station immediately with a rental rate in their suggested range of \$525 per month.

NEW BUSINESS

A. SEASONAL GROUNDS KEEPER / JANITOR: Clerk Nelson reviewed past city practices when the recreation director hired summer youth to perform maintenance and ground keeping duties around the Veteran's Memorial Field, hiring one and sometimes two seasonal employees. Nelson reported that since there had not been a Recreation Department Director, duties for maintenance in all respects had been divided among various city departments with additional responsibilities added year after year because of changes in the city, new state regulations, or the like. Nelson recommended the Council consider re-establishing a maintenance position suggesting the hourly rate at \$7.00 with employment of up to 32 hours per week, estimated to cost \$3,000 over the summer period. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to hire 1 employee for up to 32 hours per week beginning May 15 or thereafter through the month of August at a rate of \$7.00. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period March 27 – April 9, 2006. Distributed at the meeting was the Employee Time Record for pay period April 10 – 23, 2006.

B. REMINDERS:

1. 4-26-06: 7:00 p.m. Board of Review.
2. 5-2-06.: 7:00 p.m. Houston County Commissioner Meeting to provide an update on the Criminal Justice Center at the Caledonia Middle / High School Auditorium.

C. ELECTION HANDOUT: This document came from the Office of the Secretary of State prescribing internet information to be distributed to a designated municipal official or employee disseminating election information from the present though general election in November.

MISCELLANEOUS ITEMS

A. OPEN HOUSE: Member Standish encouraged the Council to think about conducting an Open House for the City Of Caledonia and discuss it at the next Regular Meeting.

B. BUILDING UTILIZATION: Mayor Morey introduced discussion about space needs in City Hall, including the garage area. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Standish, to have all police department lost and found items, evidence items, etc., removed from the garage area behind city hall and relocated to the police garage. Further, that only city owned vehicles were to be washed in the police department garage, not private vehicles. Members voting in favor: Morey, Fisch, Klug and Standish. Opposed: None. Abstaining: Vick. The motion was declared carried.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Fisch. All members voted in favor, the motion was declared carried and the meeting then adjourned at 11:13 p.m. The next Regular Meeting of the City Council is scheduled for 7:00 p.m., Monday, May 8, 2006, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator

SPECIAL MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Wednesday, April 26, 2006

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members Randi Vick, Gary Klug and Robert Standish. Members absent: Paul Fisch. Consultants and City staff present: Robert L. Nelson. Visitors present: Thomas Dybing, Cindy Cresswell and Mike Werner.

BOARD OF REVIEW: Mayor Morey turned the meeting over to Mr. Dybing, Houston County Assessor and Cindy Cresswell, County Assessors Office – City Of Caledonia, who reviewed the handbook entitled Houston County, 2006 Local Board of Appeal and Equalization for the Cities and Townships. Mr. Dybing reviewed the 25 page booklet, clarifying the process by which property valuations are calculated. He also briefly reviewed Minnesota Statutes addressing the procedures of the Board of Review and confirmed that two Council Members in attendance had received required training to conduct the Board of Review. Following Mr. Dybing's presentation, he and Ms. Cresswell responded to inquiries of the City Council. Mr. Werner then inquired about the valuation placed on his residence. His primary concern appeared to be that possibility that a recent addition to his home was added in to the valuation on each of two separate years. Mr. Dybing and Ms. Cresswell reviewed County Assessor records, finding that the value of the addition had been added only once and that the other increases of valuation resulted from a general percentage increase applied to all city properties in accordance with procedures required by state law. When there were no further questions or comments, Mayor Morey closed the Board of Review.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Klug. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 8:05 p.m.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator