

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 25, 2011

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: Robert Lemke, Tom Murphy, Member Vick and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely and Administrative Coordinator Mike Gerardy. Visitors present: City Attorney Tim Murphy, Minnesota Safe and Sober Liaison Brad Kollman, Police Chief Kurt Zehnder, Police Officer Allan Johnson, Police Sergeant Jim Stemper, and Matt Blocker.

AGENDA APPROVAL. The following items were added to the agenda for discussion: Property Numbering on Businesses in Downtown Business District. A motion was made by Member Vick, seconded by Member Fisch, to approve the agenda with the addition of the above-mentioned item. All those present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS. A motion was made by Member Vick, seconded by Member Fisch, to approve the Regular City Council Minutes of April 11, 2011 and the Special City Council Minutes of April 12, 2011, as presented. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS.

A. PRESENTATION OF LIGHT BARS FOR POLICE DEPARTMENT. Brad Kollman, Law Enforcement Liaison for the Minnesota Office of Traffic Safety, was present to award Police Chief Kurt Zehnder, Sergeant Jim Stemper, and Police Officer Allan Johnson with two (2) light bars for the Caledonia Police Department's efforts to reduce the number of deaths and serious injuries on roadways. Kollman explained that in December 2010, the Caledonia Police Department participated in a statewide educational and enforcement project sponsored by the National Highway Safety Administration and the Minnesota Office of Traffic Safety. It was noted that the Caledonia Police Department was among over 350 Minnesota Law Enforcement agencies which worked together in implementing the Safe and Sober December Impaired Driving Mobilization. City Clerk/Administrator Feely and the City Council thanked Kollman for presenting the award and congratulated the Caledonia Police Department on a job well done.

B. KAREN HAGEROTT: UTILITY AGREEMENT. Karen Hagerott was present to discuss her concerns regarding the new utility agreement with the City Council. Hagerott expressed concern with the amount of the security deposit and the fact that the City would keep the deposit until the account was closed at which time it would either be reimbursed or applied to a past due balance. Hagerott went on to state that she would like to see language included in the owner's agreement clearly stating the property owner would receive copies of tenant delinquent notices. City Attorney Tim Murphy was present and stated that such language could likely be inserted into the owner's agreement. Harley Meiners was present and stated that the required deposit amount presents a burden for those who rent and already have to come up with a rent deposit when they move to town. Karen Ness was present to share that as a small business owner, there isn't always a lot of capital to get a business started. Having to come up with a \$500.00 deposit could present a hardship for new businesses wanting to come to town. Michelle Strabley was present on behalf of Whispering Pines to request that the Council allow the deposit to be paid in two equal installments as many of her prospective tenants possess very little income. Mayor Burns explained that with a high deposit, a utility account holder is less likely to

leave a large sum of money since the deposit would be applied against the past due charges. City Clerk/Administrator Feely noted that of the approximately 385 utility agreements that were mailed out, 320 have been signed and returned. Discussion ensued. The consensus of the Council is to take the concerns presented under advisement and revisit at its May 9 meeting.

C. CASH AND INVESTMENT BALANCE. City Clerk/Administrator Feely shared that as of April 30, 2011, the total cash balance was \$708,658.52, and the total investment balance was \$2,762,750.00. Discussion ensued.

D. ADMINISTRATIVE COORDINATOR TOPICS.

1. ST. MARY'S SIGN REQUEST. Administrative Coordinator Gerardy informed the Council that St. Mary's Church would like to put up three (3) new signs. A motion was made by Member Fisch, seconded by Member Vick, to approve the sign request by St. Mary's Church. All members present voted in favor and the motion was declared carried.

2. FRANCISCAN SKEMP SIGN REQUEST. Administrative Coordinator Gerardy informed the Council that Franciscan Skemp requested permission to put up a new sign and to replace an existing sign. A motion was made by Member Vick, seconded by Member Lemke, to approve the Franciscan Skemp sign request so long as the square footage does not exceed 250 square feet. All members present voted in favor and the motion was declared carried.

E. COMMUNICATIONS.

1. NOTICE FROM MEDIACOM. A notice was attached with the agenda from Mediacom regarding channel changes.

2. THANK YOU FROM AROUND TOWN PROMOTIONS. A thank you was attached with the agenda from Around Town Promotions for allowing them to put up a portable sign in the Caledonia Police Department parking lot.

OLD BUSINESS.

A. LABOR AGREEMENT BETWEEN THE CITY OF CALEDONIA AND EMPLOYEE ASSOCIATION. City Clerk/Administrator Feely shared that attached with the agenda was a revised Labor Agreement between the City of Caledonia and the Employee Association, which is effective January 1, 2011 through December 31, 2011. Feely noted that the only change includes that of omitting monogramming of uniforms from Section 12.35 of the Labor Agreement. Feely went on to note that the revised agreement has been signed by the Employee Association. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Murphy, to approve the Labor Agreement between the City of Caledonia and Employee Association. All members present voted in favor and the motion was declared carried.

NEW BUSINESS.

A. ENGINEERING PROPOSALS FOR TRAIL EXTENSION PROJECTS. City Clerk/Administrator Feely shared that attached with the agenda were two (2) proposals from engineering firms for professional design services to complete two trail extension projects. Feely noted that she, Mayor Burns, Member Lemke, and Administrative Coordinator Gerardy have been attending meetings with MnDOT in an effort to secure funding for trail extension projects along TH 44 through the Municipal Agreement Solicitation Program. It was further noted that one of the requirements of this program is that cities utilize engineering firms included on MnDOT's pre-qualified list. Since Davy Engineering is not listed on the pre-qualified list, proposals have been sought from Yaggy Colby Associates and WHKS & Co. Discussion ensued. A question arose as to why one of the firms included a final design service cost and the other didn't. The consensus was to table taking action until Feely could contact the engineering

firm that didn't supply a final design fee. No action was taken as the matter will be revisited at the upcoming meeting.

B. MINNESOTA DEPARTMENT OF HEALTH: SOURCE WATER PROTECTION COMPETITIVE GRANT. City Clerk/Administrator Feely shared with the Council that the Minnesota Department of Health (MDH) Source Water Protection Competitive Grant application that she recently submitted was awarded \$10,000.00 to seal the City's Well #4 and Well #5. The City's cost-share portion would be \$19,364.00. Feely stated that the paperwork will be added to the upcoming meeting agenda for approval.

C. AMBULANCE 501c3 CHICKEN Q FUNDRAISER: LIABILITY INSURANCE DISCUSSION. City Clerk/Administrator Feely shared that attached with the agenda was a copy of a letter that City Insurance Agent Tom Danielson sent Caledonia Ambulance Director Mike Tornstrom regarding purchasing liability insurance for the upcoming Chicken Q event. A motion was made by Mayor Burns, seconded by Member Murphy, to require the Caledonia Ambulance 501c3 to purchase TULIP coverage at an estimated cost of \$135.00. All members present voted in favor and the motion was declared carried.

D. BATTERY BACKUP QUOTES FOR POLICE DEPARTMENT SERVER COMPUTER. City Clerk/Administrator Feely shared that attached with the agenda were two quotes from Affordable Technology Solutions (ATS) for a battery backup for the Police Department server computer. It was noted that it was recently discovered following a power outage that the Police Department server computer was never outfitted with a surge protector. Discussion ensued regarding the differences between the two quotes. The consensus was to table taking any action until Feely could contact ATS for more information as various questions were raised.

CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Enclosed with the agenda was the Employee Time Record for April 4, 2011-April 17, 2011.

B. DISCHARGE MONITORING REPORT. Attached with the agenda was a discharge monitoring report showing an average Nitrogen Level of 12.6 mg/L.

C. COMMUNITY POOL STEERING COMMITTEE MEETING NOTICE. City Clerk/Administrator Feely shared that attached with the agenda was a notice for the upcoming Community Pool Steering Committee meeting scheduled for May 4 at 7:00 p.m.

D. UPDATE ON PFA FUNDING FOR SEWER REHABILITATION PROJECT. City Clerk/Administrator Feely reported that the PCA is not done scoring projects yet but expects to have a preliminary point total shortly. Feely went on to note that the preliminary list will be available in July, and the City will know about funding for sure by August. Feely also stated that she will be working on applying for the Clean Water Revolving Loan through PFA so as to have another funding option if the Sewer Rehabilitation Project does not score well with PFA.

E. DEPARTMENTAL PURCHASING POLICY. City Clerk/Administrator Feely shared that Fire Chief Chuck Gavin expressed frustration with expenditures being made within his department and requested that a departmental purchasing policy be put together so as to help prevent future such occurrences. Feely stated that she will be working on drafting some sort of purchasing policy and will present for approval at an upcoming meeting.

F. UPDATE ON FY 2010 AFG COMMUNICATIONS GRANT. City Clerk/Administrator Feely shared that she, Scott Yeiter, and Chuck Gavin recently met to discuss the AFG Communications Grant and placed an order for radios on April 22, 2011.

G. SUNDAY LIQUOR SALES LETTER. City Clerk/Administrator Feely shared that a letter was sent to Representative Greg Davids and Senator Jeremy Miller regarding HF 375 and SF 197 regarding the City's position on Sunday liquor sales.

H. USDA LOAN AND DESIGNATED AREAS OF REFUGE UPDATE. City Clerk/Administrator Feely shared that she recently received a response from USDA Rural Development regarding the restrictions placed on the designated Areas of Refuge located in City Hall. According to a USDA Rural Development representative, the Area of Refuge has to do with the Vulnerability Assessment and the Emergency Response Plan. Apparently, it wasn't necessarily a stipulation that was tied directly to funding, and the City can decide if it wants to continue to maintain such rooms for an emergency or not. It was further noted that one of the rooms might be feasible for the Chamber of Commerce to utilize as an office space.

MISCELLANEOUS ITEMS.

A. PROPERTY NUMBERING ON BUSINESSES IN THE DOWNTOWN BUSINESS DISTRICT. Member Murphy suggested that the Police Officers scheduled to work during the early morning hours could walk up and down the downtown business district and take an assessment as to the businesses without proper numbering. The list of businesses without proper numbering would then be forwarded onto City Clerk/Administrator Feely so that a letter could be generated to the business owner. The consensus of the Council was for Feely to direct the Police Department to work on this project.

ADJOURNMENT. A motion was made by Mayor Burns, seconded by Member Lemke, to adjourn the meeting at 9:00 p.m. All members present voted in favor and the motion was declared carried. The next regularly scheduled meeting of the City Council is scheduled for Monday, May 9, 2011 at 6:00 p.m. in the Council Room, City Hall.

Robert H. Burns, Mayor

Jennifer Feely, City Clerk/Administrator