

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, May 9, 2005

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: Robert L. Nelson. Visitors present: Ron Lemke, Richard Skauge, Jack Edwards, Steve Solberg, Richard Kleist, Tina Bechtel, Peggy Eggert and Jane Palen, reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Klug, seconded by Member Standish, 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 25, 2005, as presented.

B. GAMBLING APPLICATION: To approve an Application for Exempt Permit, submitted by the Knights of Columbus, for a raffle to be held June 18, 2005, at St. Mary's Catholic Grade School, 308 East South Street, further granting a waiver of the waiting period.

VISITORS AND COMMUNICATIONS

A. GARBAGE AND RECYCLING COLLECTION PROPOSAL: Member Standish reported that he and Member Vick conducted a committee meeting with Richard Sanitation to review a proposal of rates for a five year contract which would begin September 1, 2005. Member Standish reported that the requested increases appeared reasonable, considering inflation. Following brief discussion, a motion was made by Member Klug, seconded by Member Standish, to approve the proposed contract as a negotiated settlement between Richard's Sanitation and the City Of Caledonia for garbage and recyclable collection with the rates for the next five year period being (as shown below). All members voted in favor and the motion was declared carried.

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| September 1, 2005 to August 31, 2006 | \$1.40 per bag \$5.50 per household/per month |
| September 1, 2006 to August 31, 2007 | \$1.40 per bag \$5.50 per household/per month |
| September 1, 2007 to August 31, 2008 | \$1.45 per bag \$5.65 per household/per month |
| September 1, 2008 to August 31, 2009 | \$1.45 per bag \$5.65 per household/per month |
| September 1, 2009 to August 31, 2010 | \$1.50 per bag \$5.80 per household/per month |

B. EDA DIRECTORS REPORT

1. WINONA CONTROLS AGREEMENT: Joyce Iverson, EDA Director, summarized the changes made to the agreement between Winona Controls, Inc. and the City Of Caledonia and Houston County for a Property Tax Abatement Development Agreement. This agreement is in conjunction with the construction of a commercial building in the Caledonia Industrial Park. Ms. Iverson reported that the agreement was delayed a year to give the developer/owner opportunity to receive full credit for the tax abatement, since the building was not fully constructed in a timely manner to have the full tax value attributed to calendar year 2006. Following discussion, a motion was made by Member Fisch, seconded by Member Klug, to approve the revised Property Tax Abatement Development Agreement. All members voted in favor and the motion was declared carried. (A complete copy of the Development Agreement is available for inspection as a recorded document at the Houston County Courthouse and is also available at the Economic Development Directors Office in the City Hall, City Of Caledonia.)

2. EDA ACTIVITIES UPDATE: Ms. Iverson distributed a handout of activities during the months of March and April 2005 commenting on the fund balances of the

Economic Development Programs; reviewing and summarizing the March 9 meeting and projected schedules of meetings for the remainder of 2005. She commented on reports submitted to the State of Minnesota Department of Employment and Economic Development. She reported on Business Assistance Applications and visits to business. She reviewed activities conducted with the Chamber, Rotary Club, Development Commission and Caledonia Green. She further summarized Houston County Trails information and activities of the Houston County Economic Development Authority and subcommittees.

3. FAIR BOOTH: Ms. Iverson asked the Council if it wished to again take part in a fair booth, having an estimated cost of \$150 which would be shared with the Houston County EDA. She indicated that an offer maybe extended to other cities to take part in the fair booth. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to authorize sharing the cost of a fair booth with the Houston County Economic Development Authority. All members voted in favor and the motion was declared carried.

C. ZONING APPLICATION – LEMKE: Ronald Lemke, 1026 East Washington Street, reviewed his application proposing to construct a 24' x 28' single story wood frame garage on a concrete slab with a driveway to be located approximately 18' from the front yard property line adjoining Washington Street. Clerk Nelson reported that Roger Schmitz, City Electrician recommended the roof line be constructed to keep the peak of the roof away from near by electrical lines. Mr. Lemke confirmed that he was familiar with the request and would construct the roof in the requested fashion. Following discussion, a motion was made by Member Standish, seconded by Member Fisch, to grant the Zoning Permit and a 12' setback variance from the front (north) property line. All members voted in favor and the motion was declared carried.

D. ZONING APPLICATION – KLEIST: Richard Kleist, 304 West Washington Street, reviewed his zoning application proposing to construct a 54' 6" x 38' addition to the existing dwelling which will be located approximately 9' from the west (side) property line, 13' from the east (front) property line and 28' from the north (rear) property line, requiring setback variances of 1', 17' and 2', respectively. Following discussion and review of the application, a motion was made by Member Klug, seconded by Member Standish, to approve a Zoning Permit and grant the variances, described above. All members voted in favor and the motion was declared carried.

E. PUBLIC HEARING, 8:00 P.M., PINE ESTATES PLAT: At this time Mayor Morey recessed the regular meeting and opened the public hearing to consider the request of Jack Edwards, Developer/Owner, to plat a subdivision of Lot 2 Block 2 and Lot 1 Block 3 of the West Main First Subdivision. The City previously issued a conditional use permit to Mr. Edwards to establish a mobile home park on these described areas as well as Lot 1 Block 4 and Lot 1 Block 5 of the West Main First Subdivision. Mr. Edwards now requests authorization to abandon the mobile home park and plat the above described areas for sale of lots as single family dwellings or possibly multi-family dwellings. Peggy Eggert and Tina Bechtel inquired about their prospects to keep doublewide prefabricated homes on their present sites. Ms. Bechtel informed the Council that she has a 25 year warranty on her doublewide which had been installed on this site approximately 3 years ago, leaving 22 years of warranty. The warranty will terminate, however, if the building moved. At this time, there are only three units on the mobile home court sites. Presently, there are only three building on the mobile home sites, two of them being doublewides and one a regularly designed mobile home. They are located on sites which would represent lots 10, 12 and 14 of Block 1 of the proposed Pine Estates. Discussion was held on a number of issues which may have to be changed because of the different dimensions of mobile home sites and the proposed lots for sale for single family housing. Utility poles or boxes may have to be relocated as well as fire hydrants. The depth of sanitary sewer service lines must be verified to be sufficient for service to basement elevations instead of the previously intended mobile home elevations. Discussion was held on the odd configuration of some lots, meaning that homes may have to be setback a significant distance from the front yard property line in order to meet the setback standards on side yard property lines. An example is proposed Lot 10, Block 1. Since water service lines and sanitary sewer service lines have been installed at distances to serve mobile homes with 60' frontage, the stager of those service lines will result in extra services with the proposed, wider frontage lengths. Extra services shall be capped underground by the developer/owner. Discussion was held on the installation of sidewalk, such that the Council may require sidewalk be installed on both sides Gjere Avenue when 80% of the lots are sold. Discussion was also held on the TIF District criteria of the area. Review of the original TIF District terms will be made to determine its application to the newly intended purpose. When there was no further discussion, Mayor Morey closed the Public Hearing and resumed the Regular Meeting. At this time, a motion was made by Member Fisch, seconded by

Member Klug, to approve the illustration of the Pine Estates Plat in so far as the dimensions of the lots, easement and general layout, making no judgment whatever concerning the physical preparation of the platted document as to scale or content which shall be as prescribed by the Houston County Surveyor. All members voted in favor and the motion was declared carried.

Further, a motion was made by Member Standish, seconded by Member Klug, to authorize Mr. Edwards, Developer/Owner, to change from a mobile home court to the sale of the illustrated lots as single family dwelling lots including Lot 1 Block 4 and Lot 1 Block 5 of the West Main First Subdivision. Further, that the three dwellings, two doublewides and a mobile home, currently located on proposed Lots 10, 12 and 14, Block 1, Pine Estates, be permitted to remain on those sites while the present owners remain owners and occupants of the exact structure now in place. Should the present structures be damaged by any type of catastrophe, such that it is inhabitable and the damage exceeds 50% of its actual cash value, this structure shall be removed and any replacement structure shall be of the single family dwelling type as opposed to a trailer. Further, City Of Caledonia authorization to keep these structures on the property shall terminate in approximately 22 years such that the doublewides or trailer home shall be removed regardless of their condition no later than July 1, 2027. All members voted in favor and the motion was declared carried.

F. COMMUNICATIONS

1. LMC Friday Fax, 4-29-05.
2. E-Mail, LMC, 5-5-05.
3. LMC Friday Fax, 5-6-05.

CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Mayor Vick, to approve the Prepaid Claims List for April 2005. All members voted in favor and the motion was declared carried.

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| Houston Cty. Highway Dept. | Maintenance Salt | 826.87 |
| Municipal Economic Dev. Net | TIF Management Services | 487.50 |
| Jahn's Transfer, Inc. | Liquor – Freight | 77.36 |
| Northern Beverage Distribution | Beer | 867.70 |
| Schott Distributing Co., Inc. | Beer | 3,744.35 |
| Spring Grove Soda Pop, Inc. | Beer & Soft Drinks | 327.75 |
| B & M Service Center | Van Maintenance for Water & Sewer | 113.30 |
| Caledonia True Value | Keys, Equipment, Tubs & Misc. | 308.63 |
| Ziebell's Hiawatha Foods, Inc. | Liquor / Mix | 31.01 |
| Shefelbine, Randy | Reimbursement | 231.53 |
| Midwest Wireless Comm. | Mobile Unit | 163.98 |
| Houston County Public Health | Hepatitis Shots (7) | 280.00 |
| Kraus Oil Company Inc. | Unleaded Fuel | 972.00 |
| Logan, James | Reimbursement for Dog Food | 157.40 |
| Northern Beverage Distribution | Beer | 1,473.60 |
| Schott Distributing Co., Inc. | Beer & Collector Glasses | 1,062.44 |
| Spring Grove Soda Pop, Inc. | Beer | 483.75 |
| Bank of the West | Fed / Fica / Med Payday 4-26-05 | 6,012.50 |
| Commissioner of Revenue | State Withholding – April 2005 | 2,510.40 |
| Aramark | Uniforms | 245.46 |
| Arch Wireless | Mobile Unit | 53.89 |
| Bonanza Grain, Inc. | Snow Removal & Crush Rock | 906.61 |
| City Of Caledonia | Employee Share Health Insurance | 429.25 |
| City Of Caledonia Emp. Assn. | Association Dues – Month of April | 145.00 |
| Fenske & City, Tanya | Meter Deposit Refund | 75.55 |
| Gavin, Mike | Animal Control – April 2005 | 300.00 |
| Hager, Shannon | Credit for Over Estimate on Water/Sewer | 82.15 |
| Houston County Treasurer | Ho. Co. Collection Site | 3,267.50 |
| Johnson Brothers Liquor Co. | Liquor / Wine | 2,149.45 |
| Kiehne & City, Jennifer | Meter Deposit Refund | 76.31 |
| Meiners & City, Brian | Meter Deposit Refund | 212.00 |
| Minnesota NCPERS Life Ins. | NCPERS Payday 4-26-05 | 32.00 |
| MN Benefit Association | MBA Payday 4-26-05 | 173.06 |
| Orchard Trust Company AS | TSA Payday 4-26-05 | 1,255.00 |
| Phillips Wine & Spirits Co. | Liquor / Wine | 1,091.13 |
| Public Emp. Retirement Assn. | PERA Payday 4-26-05 | 3,435.69 |
| Sauer & City, Ann | Meter Deposit Refund | 77.85 |
| Saukko & City, Tammy | Meter Deposit Refund | 203.11 |

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| Stuchman & City, Bennie | Meter Deposit Refund | 77.06 |
| Wells Fargo Brokerage Services | Principal | 11,957.68 |
| Ziebell's Hiawatha Foods, Inc. | Mix | 71.55 |
| Bartelson, Dean | Sidewalk Replacement Reimbursement | 206.25 |
| Ellingson Motors | 2005 Chevy Van for Water Dept | 16,899.00 |
| Hanson Tire Service, Inc. | 4 tires | 278.05 |
| Houston County Treasurer | 2005 Van & Recording Fees | 1,176.43 |
| Jahnke, Mark | Sidewalk Replacement Reimbursement | 435.00 |
| U S Postal Service | Utility Billing April 2005 | 284.73 |
| United Parcel Service | Ups Fee | 67.74 |
| VISA | Miscellaneous Expenses | 1,424.71 |
| U S Postal Service | Postage Stamps | 60.00 |
| Betz, Mary | Reimbursement EMS 2005 Conference | 60.00 |
| De Wall, Nicole | Reimbursement EMS 2005 Conference | 75.00 |
| Franciscan Skemp Healthcare | Drug Screen – Gerardy | 51.00 |
| MN Department of Revenue | Sales / Use Tax – April 2005 | 10,993.64 |
| Northern Beverage Distribution | Beer | 409.05 |
| Richard's Sanitation | Recycling – Collections April | 5,531.90 |
| Schott Distributing Co., Inc. | Beer | 4,900.65 |
| Schwartz, Norene | Reimbursement EMS 2005 Conference | 75.00 |
| SE MN Historic Bluff Country | Tourism | 242.17 |
| Ace Link Telecommunications | Communication Expense | 1,027.80 |
| Bank of the West | Fed / Fica / Med Payday 5-2-05 | 1,022.94 |
| Caledonia Electronics | Batteries | 47.87 |
| Coulee Region Softball | League Fee – 2005 | 10.00 |
| LaCrosse Area Independent | League Fee – 2005 | 100.00 |
| Principal Life | Life/Ad&d/Std | 497.85 |
| Public Emp. Retirement Assn. | PERA Payday 5-2-05 | 510.46 |
| Tri-County Electric Co-op | Electric Energy | 60.02 |
| Krystal Klear Window Cleaning | Clean Windows @ City Hall | 25.00 |
| Merchants Bank | ACH Fee May 2005 | 28.80 |
| Aquila | Natural Gas | 2,862.89 |
| Blue Cross Blue Shield of MN | Health Insurance | 18,163.00 |
| Defensive Edge Training | Registration Fee – Logan | 450.00 |
| Northern Beverage Distribution | Beer | 1,837.90 |
| Schott Distributing Co., Inc. | Beer | 5,335.60 |
| Shefelbine, Randy | Reimbursement – CD's/Case/Ammo | 343.94 |
| Spring Grove Soda Pop, Inc. | Beer & Soft Drinks | 128.00 |
| | | <u>\$123,321.28</u> |

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Klug, to approve and authorize payment of the Claims Payable List for April 2005. All members voted in favor and the motion was declared carried.

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| Airgas North Central | Miscellaneous Supplies | 89.32 |
| Alco Discount Store # 273 | Camera Battery | 10.64 |
| Artic Glacier, Inc. | Liquor – Ice | 203.86 |
| Baker & Taylor Books | Library Books | 796.37 |
| Caledonia Electronics | Miscellaneous Items | 248.29 |
| Caledonia Implement Co. | Miscellaneous Items | 74.05 |
| Caledonia Oil Company | Ambulance Batteries | 822.66 |
| Caledonia Police Association | PD Association Dues – May 2005 | 33.50 |
| Clarey's Safety Equipment, Inc. | Equipment & Hose | 1,484.94 |
| Crystal Canyon Inc/Ecowater | Drinking Water | 63.42 |
| Curt & Candy's Hardware Hank | Miscellaneous Items | 290.90 |
| D S Electric Supply Inc. | Bulbs & Inventory | 1,753.03 |
| Dalco | Linens/Towels/Etc. | 206.67 |
| Davies Water Equipment/BL | Equipment Rental | 1,300.38 |
| Davy Engineering | 2003-2005 Rehab | 2,813.83 |
| Davy Laboratories | 3 total coliforms/lab services | 1,520.76 |
| Demco | Miscellaneous Supplies – Library | 318.42 |
| ECM Publishers, Inc. | Ads | 868.81 |
| Emergency Medical Products | Miscellaneous Supplies | 161.30 |
| Firemark Tool Company, Inc. | Pro Bars/Flat Axe | 523.00 |
| First Supply | Parts | 345.00 |
| Fire Star Telecom, Inc. | Clerk's Office Phone System | 128.97 |
| Full Circle Image | Library – Ink Cartridge | 121.45 |

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| Green Power Equipment | Degreasing | 15.81 |
| Griggs, Cooper & Company | Liquor / Wine | 2,345.40 |
| Hall's Safety Equipment Corp. | Light – Safety Harness | 261.30 |
| Hawkins, Inc. | Chemicals | 1,489.22 |
| Heiman Fire Equipment, Inc. | Camera Battery & Cable | 149.30 |
| Hoskins Electric Company | Replace Circuit Breaker | 570.00 |
| Jim Hatch Sales Company | Gutter Brooms | 253.32 |
| Johnson Brothers Liquor Co. | Liquor / Wine | 3,074.69 |
| Ken's Small Engine | Miscellaneous Items | 241.42 |
| Laser Product Technologies | Print Cartridge | 168.28 |
| Law Enforcement Targets | Targets | 208.21 |
| Midland Telecom Inc. | Pager Set-up | 244.50 |
| Midwest Radar & Equipment | Two Radar Certs | 90.00 |
| Millerbernd Mfg. Company | Inventory | 3,740.28 |
| Minnesota Historical Society | Library – Microfilm Year 2004 | 32.50 |
| Minnesota Planning – Eqb | PPS Assn 4 th quarter 2005 | 67.59 |
| Mississippi Welders Supply Co. | Oxygen | 7.99 |
| Morey, Michael | Reimbursement – Mayor's Conference | 312.81 |
| National Waterworks, Inc. | Material / Lange | 371.01 |
| Orchard Trust Company AS | TSA Payday 5-10-05 | 1,255.00 |
| Phillips Wine & Spirits | Liquor / Wine | 1,792.68 |
| Pioneer Manufacturing Co. | Marking Chalk | 756.58 |
| PowerPlus Engineering, LLC | Engineering / Talk Expense | 2,326.08 |
| Public Emp. Retirement Assn. | PERA Payday 5-10-05 | 3,731.00 |
| Resco | Inventory | 1,197.17 |
| Richard's Sanitation | Refuse Disposal | 161.46 |
| Rippe, Hammell & Murphy | Prosecution Matters | 2,090.25 |
| Russ's Sandblast | Blast/Paint Pole Trailer | 400.00 |
| Sandry Fire Supply, LLC | Helmet | 35.40 |
| Schilling Supply Company | Miscellaneous Supplies | 421.92 |
| Schmitz Refrigeration, Htg. | Install Exhaust | 594.00 |
| Scholastic Library Publishing | Library Books | 136.50 |
| SE Libraries Cooperating | Auto Fees May 2005 | 382.00 |
| Tri-County Electric Co-op | Electric Energy | 89,174.34 |
| Tri-State Ambulance Service | ALS Intercept | 300.00 |
| Uniforms Unlimited | Uniforms for Police Officers | 2,123.93 |
| United Auto Supply Inc. | Miscellaneous Items | 170.09 |
| United Rentals Hwy Tech, Inc. | Traffic Engineering | 481.39 |
| Weichert Motors | Welding Supplies | 14.32 |
| Wesco Receivables Corp | Inventory | 404.70 |
| Wiebke Tire Company | Tire Repair | 15.00 |
| Winona Controls, Inc. | Boiler repairs | 1,010.20 |
| Winona Heating & Ventilating | Roof Repairs | 663.50 |
| WWTP MPCA PFA Loan Fund | 1993-96 PFA Loan | 7,450.00 |
| Zep Manufacturing Company | Chemicals & Trash Bags | 483.53 |
| | | <u>\$ 145,484.24</u> |

OLD BUSINESS

A. SANITARY SEWER PROJECT: Clerk Nelson reported that estimates had not yet been received for patches to the blacktop on Houston County roads which are also Main Street and Winnebago Street.

NEW BUSINESS

A. COMPREHENSIVE MANAGED CARE: Clerk Nelson reported that the League of Minnesota Cities Insurance Trust offered a 3% discount of the worker's compensation insurance premium several years ago provided that municipalities adopted a Managed Care Plan and contracted for that service with a managed care provider. The city contracted the services of Comprehensive Managed Care. Within the past few days, the City was notified that Comprehensive Managed Care was going out of business as of June 30, 2005. To take advantage of the 3% premium discount on worker's compensation insurance, the city must contract with another managed care provider. Of three firms doing business in the State of Minnesota, CorVel has the greater number of municipalities enrolled through an agreement with the League of Minnesota Cities Insurance Trust. Clerk Nelson reported that, at this time, a great deal of information is not known of any of the three, but recommended that, because of the enrollment of a number of municipalities with CorVel, that Caledonia contract with CorVel for the managed care service, provided they are contracted with medical providers in this area where medical services could be obtained by city employees. Following brief discussion, a motion was

made by Member Fisch, seconded by Member Vick, to contract for managed care service with CorVel, provided they have contracts with medical providers conveniently assessable to city employees. All members voted in favor and the motion was declared carried.

B. MATERNITY LEAVE – HOSCHEIT: According to the letter of request submitted by Amy Hoscheit, Police Department Secretary, a motion was made by Member Klug, seconded by Mayor Morey, to grant the requested twelve week maternity leave starting on or about September 30, 2005. All members voted in favor and the motion was declared carried.

C. RABIES VACCINATION: Clerk Nelson reported that Michael Gavin, Animal Control Officer, requests the Council authorize a lifetime rabies vaccination for him. This is, supposedly, a one – time series of shots that protect against rabies for the remainder of one’s life. Mr. Gavin expects the cost to be from \$500 - \$600. Following discussion, the council directed Clerk Nelson to bring back more specific information on the vaccination, presuming one exists, and a definite cost.

D. JOURNEY LINEMAN PROGRAM: Clerk Nelson outlined basic elements of an agreement the city could make with Tim Evans, Assistant City Electrician, for the Journey Lineman Program. The Council agreed with the general terms, directing that a written contract be drafted and presented for their approval and Mr. Evans approval.

E. BICYCLE RACK: Clerk Nelson reported that Marla Burns, Librarian, and Michael Gerardy, Administrative Coordinator, recommended the installation of a bicycle rack in the front yard of City Hall, claiming that children leave bicycles on the sidewalk, blocking the entry to City Hall and making sidewalk use difficult. Following discussion, a motion was made by Member Standish, seconded by Mayor Morey, to authorize the purchase of a bicycle rack for an amount up to \$250. All members voted in favor and the motion was declared carried.

CLERK’S REPORT

A. POLICE DEPARTMENT ACTIVITY / SUMMARY LISTS: Enclosed with the Agenda were the Police Activity Report and Summary List for April 2005.

B. HILARY ALLEN DRAINAGE PROBLEM: Clerk Nelson reported that a meeting is scheduled for 1:00 p.m., Thursday, May 12, at City Hall with Davy Engineering, representation from the Caledonia School District and Mayor Morey to discuss the erosion problem on Hilary Allen’s farm land and what maybe necessary to eliminate the problem.

C. DISPUTED UTILITY BILL: Clerk Nelson reported that a resident wishes to meet with the Council Utility Committee (Vick and Standish) to review a disputed utility bill. The meeting was suggested for Tuesday or Wednesday evening at 7:00 p.m. Member Vick said she was unable to attend either of those days. Mayor Morey said he would substitute for Member Vick and the meeting was scheduled for 7:00 p.m., Tuesday, May 10.

MISCELLANEOUS ITEMS

A. SNO PAC FOODS PROPOSED PLAT: Member Standish commented that representatives of Sno Pac Food had discussed with him the presentation of a proposed plat for a development area in and around the properties owned by their plant at the end of Enterprise Drive. Mention was made that Sno Pac Food had already presented a plat for that area. It was tentatively approved by the past City Council and the City was waiting for them to return with the final, form document.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Standish and seconded by Member Klug. All members voted in favor, the motion was declared carried and the meeting then adjourned at 9:58 p.m. The next Regular Meeting of the City Council is scheduled for 7:00 p.m., Monday, May 23, 2005, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator