

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, August 25, 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 and Robert Standish. Members absent: Peggy Perry. Consultants and City staff present: Mike Gerardy, Stephanie Mann and Robert L. Nelson. Visitors present: Lloyd Swalve, Tim Meyer and Charlie Warner, 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 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, August 11, 2008, as presented.

B. SCHEDULE OF SALUTES: To participate for the customarily sponsored 12 salutes for a total cost of \$375.

C. APPLICATION FOR EXEMPT PERMIT: To approve the Caledonia Lions Club request for an Application for Exempt Permit to conduct a gambling event at the Caledonia Municipal Auditorium, 219 East Main Street, on December 6, 2008, for a raffle. Further, to waive the waiting period.

D. EMPLOYEE APPOINTMENT AND WAGE SETTING: An issue concerning the hire of a First Responder and wages to be paid for first responders was tabled until after a committee meeting is held with the Ambulance Department to discuss this issue further.

VISITORS AND COMMUNICATIONS

A. ADMINISTRATIVE COORDINATOR TOPICS

1. ZONING APPLICATION – CALEDONIA CARE & REHAB: Lloyd Swalve, Administrator, representing the interests of Caledonia Care & Rehab explained a proposal for construction of a 24' x 36' open shelter at the south end of the property. The proposed location meets the ordinance requirement and is presented to the Council merely because it is an odd structure, not ordinarily understood to be under the approval of the zoning administrator. Following explanation of the location of the proposed shelter, a motion was made by Mayor Morey, seconded by Member Klug, to approve the Zoning Application. All members present voted in favor and the motion was declared carried.
2. ZONING APPLICATION – MEYER: Tim Meyer, 712 East Grant Street, explained his proposal and referred to the illustration to construct a 12' x 26' addition to an existing 26' x 30' garage, such that the wall of the addition would sit on his property line. Clerk Nelson presented to the Council that it may be extremely difficult if the building were allowed to be exactly on the property line for either property owner, Mr. Meyer or his adjoining neighbor to receive a mortgage loan on their properties since the building would constitute an encroachment. He listed an example of 2 property owners who with mutual consent built a retaining wall straddling their property line, finding later that in order to obtain a mortgage loan, 1 property owner had to quick claim 2 ft. of his land to the other, such that the retaining wall was contained to 1 property only. Following discussion, a motion was made by Member Vick, seconded by Member Klug, to deny the Zoning Application which requested a 10' setback variance on the east property line along with a 192 square foot variance on the area of the garage. Members voting in favor: Morey, Vick and Klug. Opposed: Standish. The motion was declared carried. Mr. Meyer then inquired if the Council would agree to grant a permit to construct the garage addition 1 ft. from the property line. Following further discussion, a motion was made by Member Vick, seconded by Member Klug, to deny a 9' setback variance along with a 166 square foot variance on the area of the garage. Members voting in favor: Vick, Klug and Morey. Opposed: Standish. The motion was declared carried.
3. EQUIPMENT RENTAL AND MATERIAL RATES: Mr. Gerardy reviewed rates for equipment rental and charges for material with the Council, proposing an

increase of certain items, such as the Elgin Sweeper Broom which had listed a charge of \$90.00 and was recommended at \$100 for future fees. There also appeared to be an error in the charge for blacktop at the cubic yard quantity which was listed at \$76.00 only \$1.00 more than the charge for 1 ton. Following discussion and recalculation on some of the materials charges, a motion was made by Member Klug, seconded by Member Standish, to approve the equipment rental rates as of today and material rates as of August 1, also adding a charge for fuel at the current pump rate on the date it was used or will be used. These changes included the blacktop price for cubic yard being \$105.00 as hot mix and the blacktop (cold mix) charge being \$78.00 per ton or \$109.00 per cubic yard. Following discussion, all members present voted in favor and the motion was declared carried.

4. **AUDITORIUM OVEN REPAIR:** Mr. Gerardy reported that he had received an estimate of \$400 to replace the thermostat in one of the city auditorium kitchen ovens. Following discussion, a motion was made by Mayor Morey, seconded by Member Klug, to approve having the oven thermostat replaced for an estimated amount of \$400. All members present voted in favor and the motion was declared carried.
5. **ATHLETIC FIELD:** Mr. Gerardy informed the Council that the 2008 budget had an allowance of \$6,500 to build a grandstand roof at the athletic field. The original estimate was obtained last fall and the current quoted price was \$7,000. He requested that instead of fixing the grandstand roof, the budget allowance be used instead to repair a fence on the first base line which he estimated to cost approximately \$4,500. Following discussion, a motion was made by Mayor Morey, seconded by Member Vick, to direct Mr. Gerardy to solicit quotes for fencing on the small ball diamond and to refrain from repairing the grandstand roof until the summer of 2009. All members present voted in favor and the motion was declared carried.
6. **REPAIR OF SUNNYSIDE DRIVE:** Discussion arose on the condition of the North Sunnyside Drive. Mr. Gerardy explained that the current estimate for repairing the street would be approximately \$10,000 including \$2,600 for the expense of culverts which would be installed in place of the deteriorated, existing culverts. Mr. Gerardy suggested that perhaps some of the expense could be made this year with a portion of the costs moved into the budget for 2009. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to approve the purchase of culverts for this project not to exceed \$3,000. All members present voted in favor and the motion was declared carried.
7. **MISCELLANEOUS ITEMS:** Mr. Gerardy informed the Council that the Street Department intends to do intersection radii and paint crosswalks starting tomorrow. Mayor Morey asked if maintenance could be done also to the pathways at the Sprague Woods, eliminating weeds and growth out of the patch.

B. CITY ACCOUNTANT

1. **CASH AND INVESTMENT BALANCE:** Stephanie Mann, City Accountant, presented the Cash and Investment balance at the end of July at \$3,050,175.62. Investments represented \$2,514,000 of that amount.
2. **BUDGET WORKSHEET:** Ms. Mann reviewed the budget worksheet as of the end of July for the General Fund and all other funds of the City. She noted the total calculations for the General Fund being 71.7% expended at this point in time whereas the July 31st date would represent that 58% of the budget amount should have been expended.
3. **LONG-TERM DEBT:** Ms. Mann also distributed a schedule of long-term debt showing that the original amount of all current loans had been \$4,234,600, but with payments made now resides at a total of \$2,438,615.
4. **PROPOSED PROPERTY TAX LEVY:** Ms. Mann distributed an analysis of property tax levies for the rates of 5%, 4% and 3.5%. She reminded the Council that the State of Minnesota put a levy limit on the General Fund increase of 3.9% which, according to the State's calculations, allowed the City to levy \$441,310 for the General Fund proposed. She recommended a levy for indebtedness at \$78,405

which would result in a total levy of \$519,715, 5% over the 2007 levy of \$494,952. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to adopt a proposed levy of 5%, being \$519,715. All members present voted in favor and the motion was declared carried. Thereafter a motion was made by Mayor Morey, seconded by Member Vick, to hold the Truth-N-Taxation meeting on December 1 with a continuation meeting on December 9, if necessary, both meetings to begin at 6:00 p.m. in the Council Room, City Hall. All members present voted in favor and the motion was declared carried.

5. FINANCIAL STATEMENT REVIEW: Ms. Mann then reviewed the financial statement for calendar year 2007 with the Council, including data on pages 9, 12 and 16.

C. COMMUNICATIONS

1. Caledonia Haulers Invitation.
2. Levy Limitation. Enclosed is a calculation of the State of Minnesota Authorized Levy Limitation to be placed on the City of Caledonia for tax collection year 2009. The Cities overall levy limit is \$441,310.

NEW BUSINESS

A. EMPLOYMENT ADVERTISEMENT AGENCIES: Clerk Nelson presented examples and information from three different advertising agencies for employment. The first was careerbuilder.com which Clerk Nelson said was an agency which would advertise for 30 days for a fee of approximately \$420, contrasted to newspapers in cities the size of LaCrosse and Rochester which may charge \$300 to \$500 for advertising once in a Sunday edition. Careerbuilder.com groups like job applications such as engineering, common labor, and other groupings. Another example was a flyer from the City of Baxter which advertised the City Administrator position. While the advertisement appeared to have been prepared by City staff, the flyer was professionally printed in a number of colors. The final example was a publication by the Brimeyer Group, Inc. showing an advertisement for a City Manager position done in a multicolor brochure. The Brimeyer Group will perform the entire hiring process for the municipality, including interviews and selection of the individual they would recommend to the Council for hire. Following discussion, the Council agreed by general consensus to keep open to the possibility for using any of the 3 variations.

B. JOURNEY LINE WORKER RECERTIFICATION: Concerning a request from Matt Blocker for the City to make payment of the \$25.00 for recertification of his Journey Lineman Certificate for a period of 4 years, the Council agreed to check into the certifications of other staff persons to determine whether the City pays for those renewals or the employee pays.

C. POLICE DEPARTMENT OVERTIME HOURS: Following discussion concerning the number of hours of overtime worked by the Chief of Police over the past 3 or 4 pay periods, a motion was made by Mayor Morey, seconded by Member Standish, to direct the Police Chief to prepare a revised schedule, including the possibility of using 8 hour shifts, to eliminate scheduled overtime, using instead a reduced number of hours covered per day or assignment of standby time instead of active duty shifts time. The Police Chief is to submit a proposed revised schedule to the Police Council Committee within the next 2 week period, all members present 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 July 28 – August 10, 2008.

B. SPECIAL MEETING: Announcement was made of a Special Meeting, called by Mayor Morey, at 7:00 on Wednesday, September 3, to discuss purchasing issues with the Fire Department and to discuss rates for Fire Department services. The Rural Fire District Members are invited to the meeting. Discussion of rates for services will include the responses to Dunromin Park, City of Decorah and Dorchester, IA as well as the City of Hokah.

C. PERIOD OF CANDIDACY: Clerk Nelson announced on the Agenda that the period of candidacy for Council positions is August 26 through September 9, inclusive.

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 8:48 p.m. The next Regular

Regular Meeting, Monday, August 25, 2008, continued...

Meeting of the City Council is scheduled for 6:00 p.m., Monday, September 8, 2008, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator