

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, August 27, 2007

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: Michael Gerardy, Stephanie Mann, Randy Shefelbine and Robert L. Nelson. Visitors present: Ann Thompson, Kim Kranz, Lyle Lapham, Norman Snodgrass and Charles Warner, Reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Mayor Morey, 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, August 13, 2007, as presented.

B. SCHEDULE OF SALUTES: To approve signing up for the schedule of salutes to include the new summer recreation salute for a total of 13 from September 2007 – August 2008 at a cost of \$30 each.

VISITORS AND COMMUNICATIONS

A. HOUSTON COUNTY CJC: Ann Thompson, Commissioner, asked if the city is still planning to do a traffic count and requested that Mark Beyer be contacted to discuss the schedule for the traffic count and the parameters of information sought. She inquired whether or not the city council intended to meet with County officials to discuss the zoning application prior to September 27 which was initially announced at the July public hearing. Commissioner Thompson said she wanted to be certain the commissioners had opportunity to provide all information requested or desired by the city council prior to their making a decision on the structure. Mayor Morey commented that for the moment the Council wanted to review all data with the city's own committee members and staff to understand and evaluate the impact on the plan for site location. In response to an inquiry, Commissioner Thompson said the county would remove snow from the parking lot during the winter period. Member Vick asked if Commissioner Thompson had any information on the number of parking spaces required for other county jails in other communities. Commissioner Thompson said it is the commissioners choice to locate the facility in the downtown area and that the county would abide by any green space requirements of the city.

B. ADMINISTRATIVE COORDINATOR

1. CONDITIONAL USE PERMIT – KIM KRANZ: Ms. Kranz reviewed her plan for conducting an interior decorating business within her home saying that she would not be bringing business prospects into her home, but would be going to their homes to review with them plans for decorating. Following discussion, a motion was made by Member Fisch, seconded by Member Klug, to approve a Conditional Use Permit for the conduct of a home interior business at 619 North Kingston Street, limited to the current owner, Kim Kranz. Members voting in favor: Fisch, Vick, Klug and Standish. Opposed: None. Abstaining: Morey. (Mayor Morey had momentarily stepped out of the Council Room.)
2. ZONING APPLICATION – EITZEN STATE BANK: Mike Gerardy reviewed the application of Eitzen State Bank to install a canopy having dimensions of 18' x 52' over their ATM Machine. He recommended approval based on Chapter 153.194, Permitted Encroachments, which lists canopy's as one of the examples. Following brief discussion, a motion was made by Member Standish, seconded by Member Klug, to approve the Zoning Application. All members voted in favor and the motion was declared carried.
3. ELECTRIC DEPARTMENT GARAGE: Mr. Gerardy informed the Council that Bernau Concrete had submitted an invoice for the final amount of work performed on the electric department garage in the amount of \$37,815. That amount included change order work which added \$7,100 to the contract and a deduct amount of \$425. Following discussion, a motion was made by Member Fisch, seconded by Member Standish, to approve the final estimate and authorize payment. All members voted in favor and the motion was declared carried.

4. GENERATOR SET BIDS: Mr. Gerardy advised the council that bids received at the past meeting for a generator set were reviewed and are now being recommended rejection based upon the fact that the low bid did not comply with specification requirements. In response to an inquiry, Mr. Gerardy also informed that the bid did not include a building to house the generator. Following discussion, a motion was made by Member Fisch, seconded by Member Standish to reject the bids as recommended by Mr. Gerardy. All members voted in favor and the motion was declared carried.
5. ELECTRIC DEPARTMENT SHOP WIRING: Mr. Gerardy informed the Council that Hoskins Electric will start wiring the electric department garage this coming week.
6. MA-CAL INDUSTRIAL PARK: Clerk Nelson informed the Council that Ma-Cal Developers had contacted the City indicating that a prospective business was investigating locating on their property on the north side of Esch Drive and asked whose responsibility it would be to complete the permanent improvement of Esch Drive with curb and gutter and bituminous surfacing or if it had to be changed from its present seal coat condition. Mr. Gerardy measured a distance of 660 feet of Esch Drive which has not been improved with concrete curb and gutter and bituminous surface. The Council agreed by general consensus that it would be the developers' responsibility to complete the roadway as has been the case in other developments.

C. ACCOUNTANT

1. TRUTH-N-TAXATION HEARING: Ms. And Clerk Nelson reviewed the requirements of advertisement for a proposed property tax and scheduling of a Truth-N-Taxation Public Hearing date. Following discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to schedule the Truth-N-Taxation Hearing date for 6:30 p.m., Monday, December 3, with a continuation date, if necessary, of Wednesday, December 12, 2007, also at 6:30 p.m., to be held in the Council Room, City Hall, further, to announce a proposed tax increase of 16%, being \$68,269. The 2007 actual levy was \$426,683 which would then make the proposed 2007 levy, collectable in 2008, \$494,952. All members voted in favor and the motion was declared carried.
2. REVIEW 2006 FINANCIAL STATEMENT: Ms. Mann briefly reviewed the 2006 financial statement providing a comparison of actual revenues and expenditures with budgeted amounts for 2006 which she presented as Addendum #8.
3. CASH BALANCES: Ms. Mann informed the Council that the cash balance stood at \$649,357.82 with investments being \$2,803,183 as of July 31, 2007.
4. BUDGET WORKSHEET: Ms. Mann reviewed the budget worksheet through the end of July 2007 showing a total of 60.7% of the budgeted expenditures made for the general fund at the end of July.

D. POLICE DEPARTMENT

1. STAFFING: Police Chief Randy Shefelbine explained to the Council that Officer Logan is for all practical purposes separated from the City as far as working regular shifts. Officer Logan was accepted for employment as a Police Officer in Rochester and is now on vacation, using all his benefit time including vacation and comp time hours to release himself of duty until his termination date. Following discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to authorize Chief Shefelbine to advertise for a full time police officer. All members voted in favor and the motion was declared carried.
2. SPEED WAGON: Chief Shefelbine explained to the Council that all communities within Houston County and including the Houston County Sheriff's Office had thought it desirable to have a speed wagon, meaning the device that registers on-coming traffics speed and displays it on screen. The police departments of each community agreed to jointly purchase a wagon with each community contributing an equal share towards its costs and future maintenance. The wagon will be given to each community for approximately a 1 week period and rotate it from one city to the next and also to the county. Chief Shefelbine says he has acquired some

contributions to apply toward the speed wagon but may have to request to pay up to \$300 of Caledonia's share of the cost.

3. **BALLISTICS VESTS:** Chief Shefelbine also explained his version of the disagreement over ballistics vests purchased for the police officers about a year and half ago. There were apparently significant problems with the order and the vests were not of the style and model number originally ordered. Chief Shefelbine agreed there was a balance payable on the vests at this time.

E. **AID TO FLOOD VICTIMS:** Norman Snodgrass informed the Council that a group of local individuals were creating a non profit corporation to collect funds for flood victims of Houston County. In effort to raise funds, he asked the City to donate 1 or 2 patrons' free utilities for a given month as a raffle prize. Discussing the unknown cost, the Council proposed that the raffle amount be established at \$50 and the city would offer to two \$50.00 prizes. Following discussion, a motion was made by Member Klug, seconded by Member Vick, for the City to award two \$50 cash prizes to help flood victims, pending establishment of the proposed non profit organization with the awards being made from municipal liquor store funds. Members voting in favor: Morey, Fisch, Vick and Klug. Opposed: None. Abstaining: Standish. (Member Standish is to be appointed to the Board of Directors of the proposed non profit organization.) The motion was declared carried.

F. **COMMUNICATIONS**

1. Letter, Houston County Sheriff, 8-8-07, SUBJ: Two Way Radios and Pagers.
2. Ace Communications, SUBJ: Cable TV Line-up.

OLD BUSINESS

A. **SURVEY RAILROAD TRACK:** Clerk Nelson presented the Council with an estimate from GGG Engineering for surveying a portion of the city owned railroad track, lift station parcel and Dean Foltz property adjoining the railroad track. The total cost for the survey to include a certificate of survey for recording at the courthouse is \$3,100 to be divided equally between the City of Caledonia and Dean Foltz, each paying \$1,550. A motion was made by Member Klug, seconded by Member Standish to approve the estimate and enter into agreement with GGG Engineering to conduct the survey. Members voting in favor: Fisch, Vick, Klug and Standish. Opposed: None. Abstaining: Morey. The motion was declared carried.

B. **COACHING WAGES:** Mayor Morey commented that there had not been sufficient time to call a meeting of the recreation committee and tabled the issue to a future meeting.

NEW BUSINESS

A. **2010 CENSUS:** Clerk Nelson explained three levels of involvement for the City to take in cooperating with the federal government for the 2010 Census. The most simple and least time consuming was for the City to present the federal government with a list of all addresses such as those available to the City through its utility billing program. The most complex estimate was estimated to take anywhere from over 100 hours to over 1500 hours of labor time, depending upon a communities population. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Klug, for the City to utilize the most simple, least time consuming method. All members voted in favor and the motion was declared carried.

B. **LAND USE – STORM WATER RUNOFF:** Clerk Nelson and Mr. Gerardy reviewed circumstances brought forward by Member Klug of a water runoff circumstance where by one property owner installed drain tile of sorts for trapped water on their property to run onto the property of a neighbor. Mr. Gerardy had taken photos of the drainage setup. Mr. Gerardy and Clerk Nelson commented there did not appear to be any city ordinance addressing this type of problem, but believed there may be Minnesota Statues which would cover draining storm water onto the land of another if that is not the natural flow.

C. **CITY EMPLOYEE LABOR AGREEMENT:** Clerk Nelson informed the Council that the City Employee Labor Association gave notice that it is requesting negotiations for a new contract since the current labor agreement expires on December 31, 2007.

D. **ZONING ORDINANCE:** Clerk Nelson recommended performance standards for single family housing to include a minimum width and minimum length and a requirement for conventional types of roofs being an inverted V. We distributed the recommended language for Sections 153.079 and 153.094 of the Codified Ordinances. Member Fisch commented that this requirement should not apply to structures located in manufactured home parks and recommended the wording be changed to incorporate that comment. Following discussion, a motion was made by Member Fisch, seconded by Member Standish, to amend Chapters 153.079

and 153.094 with the language shown below. All members voted in favor and the motion was declared carried.

§153.079 PERFORMANCE STANDARDS

(E) *Minimum floor area.* There shall be at least three livable rooms contained in each dwelling unit. The following minimum floor areas shall be required. Dwellings shall be designed to be placed on a permanent foundation. The structure shall have a conventional dwelling roof (an inverted "V") and roof lines similar to the roof lines of other dwellings in the immediate neighborhood, except that this requirement shall not apply to structures located in a Manufactured Home Park.

(1) Single-family dwelling units:

(a) One story dwelling: The main structure of one story dwellings shall be 24 feet or more in width and 36 feet or more in length. "Main structure" does not include entry ways, porches, decks, etc. A one story dwelling shall have a minimum living floor area of 864 square feet.

§153.094 PERFORMANCE STANDARDS

(E) *Minimum floor area.* There shall be at least three livable rooms contained in each dwelling unit. The following minimum floor areas shall be required. Dwellings shall be designed to be placed on a permanent foundation. The structure shall have a conventional dwelling roof (an inverted "V") and roof lines similar to the roof lines of other dwellings in the immediate neighborhood, except that this requirement shall not apply to structures located in a Manufactured Home Park.

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CLERK'S REPORT

A. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period July 30-August 12, 2007.

B. HIGHWAY USE PERMIT: Enclosed with the Agenda was a copy of the Highway Use Permit for application to use a Houston County State Aid Highway for special events, such as the Christmas Parade on C.S.A.H. #3 (Main Street).

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor and seconded by Member Vick. All members voted in favor, the motion was declared carried and the meeting then adjourned at 9:57 p.m. The next Regular Meeting of the City Council is scheduled for 7:00 p.m., Monday, September 10, 2007, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator