

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, July 22, 2019

CALL TO ORDER: Following due call and notice thereof, Mayor DeWayne “Tank” Schroeder called the meeting to order at 6:00 p.m. in the Council Chambers of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Schroeder led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor Schroeder, Paul Fisch, Brad Rykhus, and Randi Vick. Council member absent: David Fitzpatrick. City staff present: Casey Klug, public works and zoning director; Stephanie Mann, finance officer (7:00 p.m.); Philip Rettke, part-time police officer; Adam Swann, clerk/administrator, Mike Tornstrom, ambulance director; and Kurt Zehnder, police chief. Visitor(s) present: John Christenson; Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Fisch moved to approve the consent agenda. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed. The consent agenda comprised the following items:

- a. Approval of minutes from July 8, 2019 regular City Council meeting
- b. Approval of permit for 2-day temporary on-sale liquor license for Caledonia Touchdown Club, Inc. on September 20-21, 2019 at Houston County Fairgrounds
- c. Approval of school crossing guard agreement between the City of Caledonia and Independent School District No. 299 for 2019-2020 school year
- d. Approval of Payment Application No. 6 from A-1 Excavation Inc. for work on 2018 N. Kingston St. Reconstruction Project
- e. Approval to hire Andrea Colsch and Diana Forrester as part-time clerks for Caledonia Liquor Store at rate of \$11/hr.

PUBLIC COMMENT: None.

PRESENTATION:

a. Swearing-in ceremony for new part-time police officer Philip Rettke: Mayor Schroeder administered the oath of office for new part-time police officer Philip Rettke. Officer Rettke affirmed that he would support the United States Constitution, the State of Minnesota Constitution, and the ordinances of the City of Caledonia. Officer Rettke further affirmed that he would faithfully perform the duties imposed upon him as a police officer for the City of Caledonia to the best of his ability.

FINANCE OFFICER:

a. Report on cash and investments: Finance Officer Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$3,972,395.38 through June 30, 2019. Mann reported that this was a big increase over the prior month because the City had received its property taxes and a portion of its Local Government Aid. Mann reported that the General Fund paid \$56,000 for the paving of Esch Drive. Mann reported that the Water Fund, Sewer Fund, and Light Funds increased their cash in June. Mann further reported that the EDA repaid the General Fund \$10,000 as part of the \$50,000 that was borrowed by the EDA for the Intermediary Revolving Loan Program.

b. Review of 2019 budget v. actual for General Fund, enterprise funds, and special revenue funds: Mann reported that there weren’t many changes for capital expenditures and other significant expenses for 2019. Mann reported that the Liquor Store revenues were exceeding expenses by \$4,289.69.

CLERK/ADMINISTRATOR:

a. Updates:

i. New City website: Clerk/Administrator Swann reported that the new City website was going to be available August 1, 2019 and that Assistant to Clerk/Administrator Carson Coffield was going to be doing a presentation about the website at the August 12, 2019 City Council meeting.

ii. Water Conservation Report: Swann reported that the Water Conservation Report had been approved on July 17, 2019; it was required as part of the annual Department of Natural Resources water use report.

iii. Purchase of property owned by George F Frisch and Ann M Frisch Trusts: Swann reported that the purchase agreement and farm lease for the property the City was buying from the George F Frisch and Ann M Frisch Trusts had been sent to their legal counsel for review. Swann further reported that the property was going to be surveyed by Tri-State Surveying and that Knight Barry Title was going to be handling the closing.

UNFINISHED BUSINESS:

a. Consideration of application by Houston County to amend conditional use permit to use property at 611 Vista Drive for office building: Council discussed the application by Houston County to amend its conditional use permit at 611 Vista Drive (to use the property for an office building) by replacing the 40-stall parking lot (parcel ID No. 210907002) that had been originally designated to serve the property at 611 Vista Drive with 25 parking spaces the County would lease at parcel ID no. 210907001. Pursuant to the Council's vote at the July 8, 2019, City Council meeting, City Attorney Mike Flaherty and Clerk/Administrator Swann prepared a proposed amended conditional use permit for Council's consideration. Council reviewed the proposed amended conditional use permit, which was set forth in proposed City Council Resolution 2019-010, a resolution of the City Council of the City of Caledonia, Minnesota, approving the request for amendment of a conditional use permit allowing use of the property at 611 Vista Drive as an office.

Council made the following findings regarding the proposed amended conditional use permit:

The proposed use would not create issues for the health, safety, morals, and general welfare of the occupants of the surrounding lands; and

(i) The use would not create an excessive burden on existing parks, schools, and other public facilities and utilities that served the area because the proposed use would be served by a parking area that already had a parking lot.

(ii) The use was sufficiently compatible or separated by distance or screening from adjacent residentially zoned or used land so that existing homes would not be depreciated in value and there would not be deterrence to the development of vacant land because the nearby mobile homes were located on property that already had a low value; and

(iii) The structure and site would have an appearance that would not have an adverse effect upon adjacent residential properties; and

(iv) The proposed use was reasonably related to the overall needs of the City and to the existing land use because the building had been used as an office building since 2009; and

- (v) The use was consistent with the purposes of the zoning chapter of City Code and the purposes of the B-2, Highway Business District; and
- (vi) The use was not in conflict with the comprehensive plan of the City; and
- (vii) The use would not cause traffic hazards or congestion if the County leased 27 parking stalls; and
- (viii) Adequate utilities, access roads, drainage and necessary facilities were present; moreover, the parking lot where the County would lease stalls had no utilities and there were two ways in and out of the parking lot.

Based upon the preceding findings, Member Fisch moved to approve proposed Resolution 2019-010, with the findings amended to incorporate the findings set forth above. Member Rykhus seconded the motion. Mayor Schroeder, Member Fisch, and Member Rykhus voted in favor of the motion. Member Vick voted against the motion. The motion passed 3-1.

NEW BUSINESS:

a. Consideration of proposed Resolution 2019-011: A Resolution Accepting Donation from Caledonia Ambulance, Inc.: Ambulance Director Tornstrom reported that Caledonia Ambulance, Inc. wanted to donate \$14,804.35 to the Caledonia Ambulance Department to purchase a new LUCAS CPR device for the second ambulance. Tornstrom further reported that Caledonia Ambulance, Inc. had raised the funds through a fundraising letter and a “Chicken Q” as well as through large donations from the Rotary Foundation of La Crosse and the Rotary Club of Caledonia. Tornstrom explained that the LUCAS system could administer chest compressions, and he demonstrated how the device worked. Member Fisch moved to approve Resolution 2019-011, a resolution accepting a donation of \$14,804.35 from Caledonia Ambulance, Inc. to purchase a new LUCAS CPR device. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of tax abatement agreement between the City of Caledonia and Twin Village, LLC: Council reviewed a proposed tax abatement agreement between the City of Caledonia and Twin Village, LLC. The Council had previously passed a resolution on February 12, 2018, approving a 50% tax abatement for the Twin Village, LLC development on N. Gjere Ave. The proposed tax abatement agreement set forth the terms and conditions of the abatement. Member Rykhus moved to approve the proposed tax abatement agreement. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Consideration of proposed lodging tax agreement between the City of Caledonia and the Caledonia Area Chamber of Commerce: Council reviewed a proposed agreement between the City of Caledonia and the Caledonia Area Chamber of Commerce under which the City would collect the City lodging tax and disburse the funds to the Chamber of Commerce for the purpose of promoting tourism in the City of Caledonia, as authorized under City Code Section 114.08(A). Member Vick moved to approve the proposed lodging tax agreement. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Discussion re water/wastewater supervisor position: Clerk/Administrator Swann reported that he had offered the water/wastewater supervisor position to Water/Wastewater Operator Craig Nelson at step 4 of pay grade 9 as previously approved by Council, but Nelson had declined the offer, requesting to be

hired at the midpoint/step 5. Member Vick moved to keep the offer at step 4. The motion failed for lack of a second. Mayor Schroeder moved to offer Craig Nelson the position of water/wastewater supervisor at the midpoint/step 5 (\$30.47/hr.) starting the next pay period, July 29, 2019. Member Rykhus seconded the motion. Mayor Schroeder, Member Fisch, and Member Rykhus voted in favor of the motion. Member Vick voted against the motion. The motion passed 3-1.

e. Consideration of proposed step increase for Public Works & Zoning Director Casey Klug: Clerk/Administrator Swann reported that Klug was eligible for a step increase as part of his annual performance review. Swann reported that Klug was doing a great job as public works & zoning director and had made significant contributions towards improving infrastructure in the City, such as with the N. Kingston Street Reconstruction Project and E. South St. & S. First St. Public Improvement Project. Mayor Schroeder, Member Fisch, and Member Vick were also complimentary about Klug's performance. Member Fisch moved to increase Klug's salary to step 4 of pay grade 10 (\$30.58/hr., which was \$63,606.40 annually), effective July 29, 2019. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Overtime report: Members reviewed the overtime report for the pay period July 1, 2019 – July 14, 2019. No further action was taken by the Council.

g. Closed meeting: Pursuant to M.S. § 13D.05, subd. 3(a), a closed meeting to conduct yearly evaluation of Adam Swann, clerk-administrator: At 8:21 p.m. Member Vick moved to recess the regular Council meeting to hold a closed Council meeting to conduct the yearly performance evaluation of Adam Swann, clerk/administrator, pursuant to M.S. § 13D.05, subd. 3(a). Mayor Schroeder seconded the motion. All members present voted in favor of the motion, and the motion passed. The regular City Council meeting was closed at 8:21 p.m. At 9:01 p.m. the regular City Council meeting was reconvened.

Member Fisch moved to increase Clerk/Administrator Swann's salary to \$87,500 effective July 29, 2019. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

ANNOUNCEMENTS:

a. The next regular Council meeting was scheduled for August 12, 2019, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Vick, seconded by Mayor Schroeder. All members present voted in favor, and the motion was declared carried to adjourn at 9:06 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk/Administrator