

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, February 25, 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 Room 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, David Fitzpatrick, Paul Fisch, Brad Rykhus, and Randi Vick. City staff present: Kevin Jacobson, fire chief; Casey Klug, public works and zoning director; Stephanie Mann, finance officer (at 6:45 p.m.); and Adam Swann, clerk/administrator. Visitor(s) present: Brian Pogodzinski, Houston County engineer; Craig Moorhead, *Caledonia Argus*.

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

- a. Approval of minutes from February 11, 2019 regular City Council meeting

PUBLIC COMMENT: None.

PRESENTATION:

- a. Brian Pogodzinski, Houston County engineer
 - i. Overview of County State Aid Highway (CSAH) No. 3 (Main St.) Improvements: Pogodzinski reported that Houston County was going to be making improvements to County State Aid Highway No. 3 during the summer of 2019. Pogodzinski reported that the project would include the following: mill and overlay of the top 2” inches of asphalt, installation of ADA-compliant crossings at intersections, installation of “bump outs” and rectangular rapid-flash beacons (RRFB) in front of the Caledonia Elementary School, and replacement of sections of broken curb and gutter. Pogodzinski reported that the project would not involve utility work. Pogodzinski reported that the bid specs would require the project to be done within 90 working days—by September 11, 2019. Pogodzinski requested that the City agree to maintain the RRFBs after installation.

FINANCE OFFICER:

- a. Final pre-audit report on cash and investments as of Dec. 31, 2018: Finance Officer Stephanie Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$4,285,220.01 through December 31, 2018. Mann reported that the Sewer Fund had cash of \$4,465.18 because all of the 2018 E. South St. and S. First Street Public Improvement expenses had been temporarily paid by the Sewer Fund, and the Sewer Fund would be reimbursed by the Stormwater Fund and Water Fund in 2019. Mann reported that the Stormwater Fund would be created effective January 1, 2019.
- b. Final pre-audit report on 2018 budget v. actual for General Fund, enterprise funds, and special revenue funds: Mann reported on the 2018 budget versus actual for the General Fund, enterprise funds, and special revenue funds through September 30, 2018. Mann reported that the Ambulance Fund, Liquor Fund, Sewer Fund, Water Fund, and Electric Fund had done better than budgeted, though the Liquor Fund showed a loss of \$11,624.95. Mann further reported that the General Fund showed a loss of \$334,053.80 because of the \$500,000 interfund loan the General Fund used to help pay for the 2018 N. Kingston St. Reconstruction Project. Mann further reported that the loss would reduce the City’s unassigned funds to a

ratio of 41% of the 2018 General Fund budget. Mann noted that using an interfund loan helped reduce the size of the City's N. Kingston St. bond and saved the City at least \$150,000 in interest.

CLERK/ADMINISTRATOR:

a. Updates:

i. Fire District meeting: Swann reported that the annual meeting between the City and Special Fire District #2 was scheduled for Thursday, Feb. 28 at 6:30 p.m. Swann reported that Mayor Schroeder and Member Rykhus were going to be attending.

ii. Site lease agreement with Verizon: Swann reported that the City was negotiating an amendment to Verizon Wireless' lease of the water tower at 503 N. Decorah Street.

NEW BUSINESS:

a. Public hearing re proposed City Ordinance 2019-01: An Ordinance Amending the Stormwater Drainage Utility Provisions in Chapter 54 of the Caledonia City Code to Establish a Definition of Impervious Surface, to Revise the Method of Calculating Equivalent Residential Units (ERUs) for Non-Residential Properties, and to Revise the Provisions for Payment of Stormwater Drainage Utility Fees: At 6:06 p.m. Member Fisch moved to adjourn the regular City Council meeting to hold a public hearing on proposed City Ordinance 2019-01. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed. The public hearing was convened at 6:06 p.m. At 6:15 p.m. Member Vick moved to adjourn the public hearing and reconvene the regular City Council meeting. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed. The regular City Council meeting reconvened at 6:15 p.m.

b. Consideration of proposed City Ordinance 2019-01: An Ordinance Amending the Stormwater Drainage Utility Provisions in Chapter 54 of the Caledonia City Code to Establish a Definition of Impervious Surface, to Revise the Method of Calculating Equivalent Residential Units (ERUs) for Non-Residential Properties, and to Revise the Provisions for Payment of Stormwater Drainage Utility Fees: Member Fisch moved to approve proposed City Ordinance 2019-01 with an amendment (in section 2 of the proposed ordinance) that schools, churches, and fairgrounds be charged 1.0 ERU per 4,000 sq. ft. of impervious surface rather than 12,000 sq. ft. of impervious surface. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Discussion re request from Fire Chief Kevin Jacobson, 1st Assistant Chief Kevin Bulman, and 2nd Assistant Chief Jeff Winjum for \$25 monthly phone stipend: Council discussed a request from Fire Chief Kevin Jacobson, 1st Assistant Chief Kevin Bulman, and 2nd Assistant Chief Jeff Winjum for a \$25 monthly phone stipend like the stipend that was provided to City employees. Swann reported that the City provided a monthly stipend to Public Works & Zoning Director Casey Klug, Ambulance Director Mike Tornstrom, and the City's full-time Public Works employees; Swann noted the stipend was not provided to all City employees. Member Fitzpatrick moved to approve a \$25 per month phone stipend for Fire Chief Kevin Jacobson, 1st Assistant Chief Kevin Bulman, and 2nd Assistant Chief Jeff Winjum. The motion was not seconded. The motion failed for lack of a second.

d. Overtime report: Members reviewed the overtime report for the pay period January 28, 2019 – February 10, 2019. No further action was taken by the Council.

ANNOUNCEMENTS:

a. The next regular Council meeting was scheduled for March 11, 2019, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Schroeder, seconded by Member Rykhus. All members present voted in favor, and the motion was declared carried to adjourn at 8:04 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk/Administrator