

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, April 24, 2017

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, Robert Burns, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Michael Gerardy, administrative coordinator; Stephanie Mann, accountant; Adam Swann, clerk-administrator. Visitor(s) present: Sandy Bissen; Cindy Cresswell, interim assessor, Houston County; Tim Irwin; and Craig Moorhead, *Caledonia Argus*.

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

- a. Approval of minutes from April 10, 2017 regular meeting
- b. Approval to hire Lydia Melde, Madelyn Strub, Tessa Pieper, Marten Morem, Madison Heaney, Alyssa Meiners, Maria Miller, and Mason Staggemeyer as lifeguards for 2017 summer pool season
- c. Approval to hire Logan Brand and Cody Frick as part-time police officers
- d. Approval of following street closure for Founder’s Day Weekend on June 17-18, 2017 from 8 a.m. to 2 a.m.:
 - i. S. Marshall St. from E. Main St. to E. Grove St.
- e. Approval of following street closure for Founder’s Day Weekend on June 17 from 2 p.m. to 6 p.m.:
 - i. N. Pine St. from E. Lincoln St. to E. Main St.

PUBLIC COMMENT: None.

CITY ACCOUNTANT:

a. Review of cash and investments: City Accountant Stephanie Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$4,776,335.02 through March 2017.

ADMINISTRATIVE COORDINATOR:

a. Review of planned street paving projects for 2017: Administrative Coordinator Mike Gerardy presented the members with a list of proposed street paving projects for 2017. The work included paving segments (approximately 14 blocks) of S. East St., N. East St., S. Hokah St., S. Ramsey St., S. Pine St., N. Ramsey St., N. Decorah St., E. South St., E. Jefferson St., and E. Washington St. The proposed work also included repairs to select curbs and gutters, stormwater catch basins, and sewer lines. By consensus the Council agreed to advertise for bids for the paving projects as presented except for the work on E. Jefferson St.

b. Review of rental rates and materials charges: Gerardy presented the members with a list of current rates for use of City equipment, personnel, and materials. The rates were last reviewed in 2015. Member Fisch moved to 1) approve a general 5% increase in rates and 2) eliminate the sale of crushed rock and sand. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.

CLERK-ADMINISTRATOR:

a. Updates:

- i. Credit card machine: Clerk-Administrator Swann reported that the credit card processing machine would be available at City Hall starting June 1 and that a 3% surcharge on credit card transactions could be automatically calculated and applied by the machine.
- ii. Substation conversion project: Swann reported that Legacy Power Line, Inc. would be proceeding with converting Wild Turkey I substation from 4kV to 12.5kV the first two weeks of May and that there would be power outages in portions of the City during May 9-May 12.
- iii. League of Minnesota Cities salary survey: Swann reported that Dorothy Ranzenberger, the City's accounts payable/payroll clerk, had taken the lead on completing a salary survey from the League of Minnesota Cities. Accountant Stephanie Mann also contributed to the project. By completing the survey, the City would receive access to salary information from other Minnesota cities.

UNFINISHED BUSINESS:

- a. Ordinance 2017-001: An Ordinance Repealing and Replacing City Code §§ 74.11, 74.12, and 74.13 Pertaining to the Use of Recreational Motorized Vehicles: Council reviewed and discussed Ordinance 2017-001, an ordinance repealing and replacing City Code §§ 74.11, 74.12, and 74.13 pertaining to the use of recreational motorized vehicles in the City. Member Fisch moved to approve the ordinance. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

NEW BUSINESS:

- a. Local Board of Appeal and Equalization: Cindy Cresswell, interim assessor for Houston County, reviewed the Local Board of Appeal and Equalization Rules and Duties and Minnesota Department of Revenue Rules on Equalization. Cresswell reviewed land values for 2017 as well as home sales and classification rates (2016 assessment); Cresswell also reviewed City tax rates (for taxes payable in 2017) and other Houston County cities and townships. Sandy Bissen appeared before the board on behalf of her mother, Helen Schleich, who lived at 623 S. East St. and was unable to attend the meeting. Ms. Schleich wanted to appeal her 2018 valuation of \$104,600. The Council discussed the request. Cresswell reported that an adjustment was proper. Member Burns moved to reduce the assessed value for the property located at 623 S. East St. from \$104,600 to \$100,700. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

- b. Financing for Funbrellas and additional concrete decking for Caledonia Aquatic Center: Swann presented Council with a spreadsheet detailing the Aquatic Center Fund balance and the remaining contractual and budgeted expenses. Swann reported that the change order replacing 2,980 sq. ft. of lawn area with concrete deck cost \$33,066. Swann reported that it would cost \$22,496 to cover the add-on features that were not financed with private donations. Swann reported that these two expenses would cause a negative fund balance of \$37,862.26 based on the projected budget. Member Burns moved to cover the anticipated shortfall by eliminating \$8,019.74 budgeted for tables and chaises and transferring \$14,921.26 from both the Liquor Fund and CIP Fund to the Caledonia Aquatic Center Fund. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

- c. Handicap parking stalls: Member Burns reported that he had been contacted by City residents who wanted handicap parking stalls on Main Street and South Kingston St. and that he would be researching the matter further.
- d. Overtime report: Members reviewed the overtime report for the pay period March 27, 2017 through April 9, 2017. No further action was taken by the Council.
- e. Closed meeting under 13D.03 to discuss request from IUOE Local 49 to implement step-based pay scale: At 8:40 p.m. Mayor Schroeder closed the meeting, pursuant to Minn. Stat. § 13D.03, subd. 1(b), for the purpose of discussing a request from the International Union of Operating Engineers, Local 49, to implement a step-based pay scale for City employees. At 9:24 p.m. Mayor Schroeder reopened the meeting and affirmed that discussion during the closed meeting was limited to the IUOE Local 49's request that the City adopt a step-based pay scale.
- f. Tennis courts: Member Vick reported that she had been approached by citizens wanting the City to repair the tennis courts. The members discussed the request. No further action was taken by the Council.

ANNOUNCEMENTS:

- a. The next regular City Council meeting was scheduled for May 8, 2017 at 6:00 p.m.
- b. A power outage was scheduled for portions of the City on May 9-11, 2017.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Burns, seconded by Member Fisch. All members present voted in favor, and the motion was declared carried to adjourn at 9:53 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk-Administrator