

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Tuesday, May 29, 2018

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: Casey Klug, public works and zoning director; Stephanie Mann, finance officer. Visitor(s) present: Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Burns moved to approve the consent agenda. Member Vick seconded the motion. Mayor Schroeder and Members Burns, Vick, and Fisch voted in favor of the motion. Member Lemke abstained due to the fact that the consent agenda include approval of hiring a relative of his as a lifeguard. The consent agenda was approved. The consent agenda comprised the following items:

- a. Approval of minutes from May 14, 2018 regular meeting
- b. Approve recommendation from Fire Chief Kevin Jacobson to grant Cody Zehnder 1-year leave of absence from Fire Department effective June 1, 2018
 - c. Approval to hire Madisyn Heaney, Alyssa Meiners, Maria Miller, Tessa Pieper, and Rachel Welsh as seasonal lifeguards at Caledonia Aquatic Center for 2018 summer season
- d. Approval to hire Kerrigan Scanlan, Lyza Hoscheit, and Lydia Lange as part-time, seasonal lifeguards at Caledonia Aquatic Center for 2018 summer season
- e. Approval to hire Rachel Stackhouse as assistant to summer recreation director
- f. Approval of \$250 donation from City General Fund to Caledonia Police Reserves for National Night Out on August 7, 2018
- g. Approval of Supplemental Agreement No. 1 with A-1 Excavating, Inc. to replace alternate 2 with alternate 1 for 2018 N. Kingston Street Reconstruction Project, which would reduce contract amount by \$5,400
- h. Approval of Work Order No. 1 with A-1 Excavating, Inc. to install utility stubs at W. Grant St. during 2018 N. Kingston Street Reconstruction Project, which would increase contract amount by \$6,705
- i. Approval of Work Order No. 2 with A-1 Excavating, Inc. to install 32 74” curb box extension rods during 2018 N. Kingston Street Reconstruction Project, which would increase contract amount by \$1,664
- j. Approval of Work Order No. 3 with A-1 Excavating, Inc. to install drain tile during 2018 N. Kingston Street Reconstruction Project, which would increase contract amount by \$720

PUBLIC COMMENT: None.

FINANCE OFFICER:

a. Review of cash and investments: Finance Officer Stephanie Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$3,407,907.74 through April 30, 2018.

b. Review of 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 April 30, 2018.

CLERK-ADMINISTRATOR:

a. Updates:

i. Open house re N. Kingston St. reconstruction project: Clerk-Administrator Swann reported that the City and its project engineer WSB & Associates, Inc. held an open house on May 15, 2018 so that citizens could learn more about the N. Kingston St. reconstruction project.

ii. Start date for N. Kingston St. reconstruction project: Swann reported that the start date for the project had been changed by the contractor from June 4, 2018 to June 18, 2018.

iii. Caledonia EDA revolving loan to Chuck's Old Fashioned Meats, LLC: Swann reported that the Caledonia EDA had closed on a \$20,000 loan to Chuck's Old Fashioned Meats, LLC to help the business open a meat market at 138 S. Kingston St.

iv. Caledonia EDA downtown redevelopment program loan to Ronald Hewuse: Swann reported that the Caledonia EDA had closed on \$2,437.44 forgivable loan to Ronald Hewuse to improve the appearance of the building at 115 E. Main St.

v. Caledonia EDA downtown redevelopment program loan to Norman Snodgrass: Swann reported that the Caledonia EDA had recently approved a \$20,000 forgivable loan to Norman Snodgrass to improve the appearance of the building at 225 S. Kingston.

vi. Hazardous building at 119 S. Kingston St.: Swann reported that the City's legal counsel was going to be filing suit soon to enforce the Council's resolution from January 8, 2018 ordering the owners of the building to tear down the building.

vii. Recognition of City employees: Swann thanked City employees Matt Blocker, Nate Becker, Mark Betz, and Dan Schwirtz for hanging the street flowers, banners, and flags. Swann noted that there were more brackets and flags than in years prior. Swann also thanked Public Works and Zoning Director Casey Klug for ensuring that the street decorations were ordered and displayed on time.

NEW BUSINESS:

a. Public hearing re application by Caledonia Oil for setback variance of 23' to be 7' from west property line at 310 N. Ramsey St.: At 6:37 p.m. Member Burns moved to adjourn the regular meeting and open a public hearing on an application by Caledonia Oil for a setback variance of 23 feet so that Caledonia Oil could construct a 14' x 24' garage (336 sq. ft.) on the west side of the current building. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed. The public hearing was opened at 6:37 p.m. Public Works and Zoning Director Casey Klug reported that notices were sent to all properties within 350 feet. Klug reported that the proposed addition would line up with the building on the adjacent property (on the north side) and would not be closer to N. Ramsey St. than the buildings on the two parcels directly south of 310 N. Ramsey Street. At 6:41 p.m. Member Vick moved to adjourn the public hearing and reconvene the regular City Council meeting. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed. The regular City Council meeting was reconvened at 6:42 p.m.

b. Consideration of application by Caledonia Oil for setback variance of 23' to be 7' from west property line at 310 N. Ramsey St.: On the basis that no neighboring property owners objected to the setback variance and the proposed building would not be closer to N. Ramsey St. than the buildings on the properties to the north and south of the property, Member Burns moved to approve the setback variance of 23 feet on the west side so that Caledonia Oil could construct a 14' x 24' garage 7 feet from

the west property line at 310 N. Ramsey St. Member Vick seconded the motion. Mayor Schroeder and Members Burns, Vick, and Fisch voted in favor of the motion. Member Lemke abstained due to his financial interest in Caledonia Oil. The motion passed.

c. Consideration of recommendation to hire Peter Muenkel as custodian for City of Caledonia: Swann reported that it was the recommendation of the interview panel to hire Peter Muenkel as custodian at step four of pay grade 2, which was \$17.05/hr. Member Burns summarized Muenkel's qualifications for the position. Member Burns moved to hire Peter Muenkel as custodian at step four of pay grade 2, which was \$17.05/hr. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of lifeguard certification reimbursement policy: Swann reported that the proposed lifeguard certification reimbursement policy would document the current City policy of reimbursing lifeguards for the cost of obtaining their water safety instructor certification. The policy would authorize the City to reimburse lifeguards for the cost of obtaining their lifeguard certification. Swann reported that other cities with municipal pools reimbursed lifeguards for obtaining their lifeguard certification. Swann noted that the City typically paid the cost to have instructors recertify City lifeguards, so it made sense to cover the initial certification. Member Burns moved to approve the lifeguard certification reimbursement policy. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Overtime report: Members reviewed the overtime report for the pay period May 7, 2018 – May 20, 2018. No further action was taken by the Council.

ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for June 11, 2018 at 6:00 p.m.
- b. The Caledonia Aquatic Center was scheduled to open June 5, 2018 from 6:00 p.m. – 10:00 p.m. Admission would be free for the opening night.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch, seconded by Mayor Schroeder. All members present voted in favor, and the motion was declared carried to adjourn at 6:59 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk-Administrator