

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, August 28, 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: Casey Klug, public works and zoning director; Stephanie Mann, accountant; Adam Swann, clerk-administrator. Visitor(s) present: Sandy Graves; Mary Marchel, Houston County Dept. of Public Health; Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Burns moved to approve the consent agenda. Member Lemke 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 August 14, 2017 regular meeting
- b. Authorization to hire Sarah Nelson as part-time clerk at Municipal Liquor Store at wage of \$10/hr.
- c. Authorization to hire Savannah Schreiber as part-time clerk at Municipal Liquor Store at wage of \$9.50/hr.
- d. Approval of request to close N. Marshall St. (between E. Lincoln St. and E. Main St.) from 7:00 a.m. to 7:00 p.m. on October 21, 2017 for Wild Turkey Fest

PUBLIC COMMENT:

a. Mary Marchel, Houston County Dept. of Public Health, and Sandy Graves: Mary Marchel and Sandy Graves, volunteers on the City’s Wild Turkey Fest Committee, expressed concern about people smoking at Wild Turkey Fest on October 21, 2017 in Gazebo Park. Marchel and Graves asked Council to ban smoking at the event. By consensus Council agreed that they could post signage requesting patrons not smoke at the event but emphasized that smoking was not prohibited and that it could not be advertised as a smoke-free event.

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 \$3,919,829.85 through July 31, 2017. Mann reported that the Sewer Division would be making its final payment of \$75,000 on G.O. Sewer Revenue Refunding Bond 2009A on January 1, 2018.

b. Review of budget versus actual: Mann reported on the 2017 capital expenditures and the budget versus actual for the governmental funds and enterprise funds through July 31, 2017.

CLERK-ADMINISTRATOR:

a. Updates:

i. Small Cities Development Program Grant preliminary proposal: Clerk-Administrator Swann reported that he had been working with Semcac and CEDA to prepare and distribute surveys to property owners within the target area. The surveys needed to be returned by September 20, 2017.

- ii. Repairs to basketball court at Veterans Park: Swann reported that Chuck Schulte had finished sanding and repainting the basketball hoops at Veterans Park—and had installed a new rim. Schulte had volunteered to make the improvements if the City filled and seal coated the cracks on the court. Council expressed its appreciation for Schulte's work. Councilmember Robert Burns volunteered to paint the lines.

NEW BUSINESS:

- a. Consideration of City Resolution 2017-007: A Resolution Approving a Joint Powers Agreement between the City of Caledonia, Minnesota, on Behalf of its Prosecuting Attorney, and the State of Minnesota, Acting through its Department of Public Safety and the Bureau of Criminal Apprehension: Clerk-Administrator Swann reported that the City Council had approved the same joint powers agreement for the Police Department in 2016 and that the City had been asked to approve a similar agreement for its prosecuting attorney. Member Fisch moved to approve Resolution 2017-007. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.
- b. Review of proposed pay bands for part-time, seasonal & temporary positions: Council reviewed proposed pay bands for part-time, seasonal & temporary positions. The pay bands, prepared by consultant Paul Ness as part of his employee compensation study, comprised pay bands A-C, with three zones for each pay band. No further action was taken by the Council.
- c. Review of feasibility report for installation of sanitary sewer service on E. South St.: Council reviewed a feasibility report—prepared by Davy Engineering Co.—on installing sanitary sewer service on E. South Street, near the intersection with S. Winnebago Street. The report indicated that gravity sewer and a lift station could be constructed on E. South St. for an estimated \$266,510.00; alternatively, a small diameter pressure sewer system could be installed on E. South St. for an estimated \$232,130.00 (which included the cost of installing individual grinder pumps at each property). By consensus the Council requested that Davy Engineering Co. expand the feasibility report to include five parcels on S. 1st Street. Member Burns moved to schedule a public hearing on the proposed improvement on October 9, 2017 at 6:00 p.m. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.
- d. Consideration of EDA proposal to provide Downtown Redevelopment Program: Council reviewed a proposal supported by the EDA to create the Downtown Redevelopment Program. The program would provide forgivable loans to property owners in the Central Business District (B-1)—to encourage property owners to redevelop underutilized or blighted properties in the Central Business District. The forgivable loans would be available for demolition, site cleanup, site prep, and renovation. Member Burns moved to authorize the program until January 1, 2019 with a program budget of \$50,000. Member Vick 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 July 31, 2017 – Aug. 13, 2017. No further action was taken by the Council.

ANNOUNCEMENTS:

- a. The next regular City Council meeting was scheduled for September 11, 2017 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Burns, seconded by Member Vick. All members present voted in favor, and the motion was declared carried to adjourn at 8:49 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator