

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, January 10, 2022

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 City Hall Council Chambers.

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, Member David Fitzpatrick, Member Robert “Bob” Klug, and Member Amanda Ninneman. Council member(s) absent: Member Brad Rykhus. City staff present: Casey Klug, public works/zoning director; Stephanie Mann, finance officer; Adam Swann, city clerk/administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; Charlene Selbee, *Fillmore County Journal*.

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

- a. Approve minutes from December 13, 2021 regular City Council meeting
- b. Approve engagement letter with Smith Schafer & Associates for audit of City’s financial statements for year ending December 31, 2021
- c. Approve using MN Dept. of Commerce utility deposit interest rate of .2% for City utility deposits in 2022
- d. Approve Payment Application No. 3 from Wapasha Construction Co., Inc. in amount of \$113,695.77 for work performed on construction of new Well House No. 8

PUBLIC COMMENT: None.

PUBLIC WORKS/ZONING DIRECTOR:

a. Updates

i. Construction of Well House No. 8: Public Works/Zoning Director Klug reported that the rock face and roof rafters had been installed on the building.

ii. Construction of new wastewater treatment facility: Klug reported that the contractor and engineer were working on the submittals for the project in preparation for moving forward in the spring.

iii. Replacement of Auditorium windows and doors: Klug reported that La Crosse Glass Co. had installed the new doors and most of the new windows in the Auditorium.

iv. Winter decorations: Klug thanked the Electric Division staff—i.e., Matt Blocker and Nate Becker—for their help in November putting up the winter decorations, and Klug also thanked them for fixing the lights and other decorations after some of the recent storms.

v. Council Chambers renovations: Klug reported that the Council Chambers renovations were done; Klug noted that the renovations included new carpeting, freshly painted walls, new blinds, and a repainted Council table. Klug reported that it was a team effort, noting

that many of the other City employees at City Hall had helped move furniture, empty drawers, etc.

vi. Track loader: Public Works/Zoning Director Klug reported that the City had ordered a new compact track loader from Bobcat of Coulee Region because the specific brand and model were better suited to the City's needs and were cheaper than some of the other local options; Member Klug expressed disappointment that the City did not order the track loader from either of the City's implement dealers—i.e., Caledonia Implements and SEMA. Member Klug also expressed concern that the City had not given both of the implement dealers sufficient opportunity to provide quotes. Klug reported that he had obtained a quote from Caledonia Implements; Member Klug stated that it was his understanding that Klug had requested a ballpark figure from Caledonia Implements rather than a quote.

CITY CLERK/ADMINISTRATOR

a. Updates

i. Tax capacity rates: Clerk/Administrator Swann provided additional information regarding the tax capacity rates in the City and Houston County.

ii. Richard's Sanitation's solid waste collection and disposal in City: Swann reported that Richard's Sanitation wanted the City to switch from using the bags to the plastic containers/plastic totes. Swann reported that Richard's Sanitation had presented a proposed contract that would keep prices level between the existing contract and the proposed new contract, assuming that a household used an average of one bag per week. Swann reported that Greg Skauge would be attending the next City Council meeting to discuss the proposed switch and new contract and to answer Council's questions.

iii. MiEnergy's 2022 wholesale power rate schedule for City: Swann reported that MiEnergy had presented its 2022 wholesale power rate schedule to the City and that MiEnergy was estimating that the wholesale costs the City pays MiEnergy for electricity were expected to decrease by 1.4% in 2022, not including the savings from the third-party transmission charges that were eliminated in 2021.

iv. New resident guide and welcome packets: Swann reported that Michelle Ellingson, assistant to the clerk/administrator, had updated the City's new resident guide and was preparing welcome packets for new residents that would contain the new resident guides and coupons from local businesses.

v. Updated zoning application: Swann reported that Michelle Ellingson, assistant to the clerk/administrator, had updated the City's zoning application so it could be submitted online or filled out online and mailed to the City, although applicants would still have to pay the application and permit fees by check or cash.

vi. Governor's capital budget: Swann reported that Governor Walz was supposed to be announcing his 2022 capital budget on January 18, 2022, at which time the City would find out whether the new fire and ambulance station was included.

vii. COVID-19 vaccination or testing Emergency Temporary Standard: Swann reported that he had been following the U.S. Supreme Court oral arguments regarding the challenge to the

federal COVID-19 vaccination or testing Emergency Temporary Standard adopted by MNOSHA and was waiting for the Supreme Court to make a decision before discussing the options with Council.

viii. LELS mediation rescheduled: Swann reported that the mediation with Law Enforcement Labor Services (LELS) originally scheduled for December 22, 2021, had been rescheduled for January 14, 2022 due to technology problems at the State of Minnesota.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

a. Consideration of proposed appointments for City positions in 2022 and consideration of Mayor Schroeder's proposed Council appointments to City boards and Council committees in 2022: Member Klug moved to approve the proposed appointments for City positions in 2022 and Mayor Schroeder's proposed Council appointments to city boards and Council committees in 2022. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

The appointments approved were as follows:

**CITY OF CALEDONIA
2022 POSITIONS / BOARDS**

Auxiliary Mayor	David Fitzpatrick
City Clerk/Administrator	Adam Swann
Deputy City Clerk	Stephanie Mann
Zoning Officer	Casey Klug
City Treasurer	City Clerk/Administrator
City Attorney	
• Criminal	Murphy Law Office, P.L.L.P.
• Civil	Flaherty & Hood, P.A.
• Personnel	Kennedy & Graven, Chartered
City Engineer	Bolton & Menk, Inc.
Economic Development Authority Director	Adam Swann
Official Newspaper	<i>Caledonia Argus</i>
Official Depositories	Merchants Bank (and all institutions covered by FDIC insurance)
Consulting Tree Inspector	Minnesota Forestry
Weed Inspector	Mayor Tank Schroeder
Assistant Weed Inspector	Casey Klug
Police Chief	Kurt Zehnder
Animal Control Officer	Nick Rask
Ambulance Director	Mike Tornstrom
Emergency Management Director	Mayor Tank Schroeder
Fire Chief	Kevin Jacobson

1st Assistant Chief
2nd Assistant Chief/Training Officer
Safety Officer
Fire Marshal
Treasurer
Secretary

Jeff Winjum
Kurt Zehnder
Randall Ashbacher
Dylan Becker
Mitch Betz
Troy Winjum

Board of Zoning Appeals

City Council

Library Board

Sue Berg (2020-2022)
Lorrie Schieber (2020-2022)
Member Bob Klug (2021-2022)
Lollie Smith (2021-2023)
Liz Wanschura (2021-2023)

Economic Development Authority Board

Jon Hagerott (2017-2022)
Francis Myhre (2017-2022)
Matt Schuldt (2020-2024)
Harley Meiners (2022-2027)
Stephanie Mell (2022-2027)
Tank Schroeder (Mayor term)
Amanda Ninneman (Council term)

2022 COUNCIL COMMITTEES

General Government Committee

Legislative, Judicial, Executive
City Clerk/Administrator's Office
Financial Administration
Law
Public Works and Zoning

Rykhus and Schroeder

Personnel Committee

Personnel Administration
Salary Negotiations
Pay Equity Compliance Oversight

Klug and Schroeder

Public Safety Committee

Police Department
Traffic Engineering
Animal Control
Civil Defense

Rykhus and Schroeder

Fire and Ambulance Committee

Ambulance Department
Fire Department/Fire District

Ninneman and Schroeder

Culture-Recreation Committee

Fitzpatrick and Ninneman

Recreation Department
Caledonia Aquatic Center
Auditorium / Athletic Field
Parks
Programs

Enterprise Funds Committee

Fitzpatrick and Rykhus

Water Department
Sewer Department
Electric Department
Liquor Store

b. Consideration of the City of Caledonia's Pay Equity Report for 2022: Swann reported that the City worked with DDA Human Resources, Inc. to analyze the City's pay for men and women—as required by the State of Minnesota—and the statistical tests did not find any inequities by gender. Swann reported that the data and findings needed to be submitted to the Minnesota Department of Management and Budget as part of the City's Pay Equity Report for 2022. Member Klug moved to approve the City's Pay Equity Report for 2022. Member Ninneman seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Review of proposed 2022 budgets for enterprise funds (i.e., Water Fund, Sewer Fund, Electric Fund, Stormwater Fund, and Liquor Fund): Finance Officer Mann summarized the proposed budgets and cash flows for the enterprise funds. Mann reported that the enterprise funds were doing pretty well in comparison to prior years because of the rate increases for water, sewer, and electric in the past few years, but Mann noted that the Water and Sewer Funds would be seeing future increases in expenses once the new well house and wastewater treatment facilities were done and the City had to start making full principal payments on the PFA loans.

The budgets as proposed would have the following net incomes:

Fund 601 (water):	\$163,195
Fund 602 (sewer):	\$259,305
Fund 603 (Ho. Co. collection):	\$2,780
Fund 604 (electric)	\$27,405
Fund 605 (stormwater)	\$25,905
Fund 609 (liquor)	\$2,160
Fund 651 (EDA rev. loan)	\$25,080

Mann explained that the Electric Fund was budgeted to transfer out \$361,320 to help other funds, including the General Fund. Mann further explained that the Liquor Fund was budgeted to transfer \$25,000 to the Capital Improvement Fund to help pay for the new tennis court and pickleball courts.

Member Ninneman moved to approve the proposed 2022 budgets for the enterprise funds. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Discussion re future use of portion of former Frisch property for playground: Council discussed a citizen's request to install a new playground on the former Frisch property the City had purchased in 2019. The consensus of the Council was that the City did not have the resources to move forward with a new playground at this time and that the City should not install a playground until the wastewater treatment facility project was done. Member Ninneman indicated that she would be interested in knowing the costs of a natural playground. No action was taken by the Council.

e. Layout of new tennis court and pickleball courts: Swann reported that a contractor he had contacted for a quote to install an acrylic surface on the courts had recommended that the City revise the layout of the tennis court and pickleball courts to avoid having the pickleball courts facing east/west, which would cause visibility problems because of the sun. Swann asked the Council if they were agreeable to the revised layout, which would move the pickleball courts to the side of the tennis court and expand the overall asphalt area by approximately 800 SF. By consensus the Council supported altering the layout as recommended.

f. Overtime Report: Members reviewed the overtime report for the pay periods November 29, 2021 – December 12, 2021 and December 13, 2021 – December 26, 2021. No further action was taken by the Council.

g. Prepaid claims: Council reviewed the prepaid claims for the period December 15, 2021 – January 7, 2022, which totaled \$384,566.76. Member Fitzpatrick moved to approve the prepaid claims as presented. Member Ninneman seconded the motion. All members present voted in favor of the motion, and the motion passed.

h. Claims payable: Council reviewed the claims payable for January 2022, which totaled \$33,832.76. Member Klug moved to approve the claims payable as presented. Member Ninneman seconded the motion. All members present voted in favor of the motion, and the motion passed.

i. National Wild Turkey Federation 50th anniversary celebration: Mayor Schroeder reported that he had been contacted by the National Wild Turkey Federation about hosting a 50th anniversary celebration in Caledonia in 2023 and installing a commemorative statue or marker in North Park near the City of Caledonia sign.

ANNOUNCEMENTS:

a. The next regular Council meeting was scheduled for Monday, January 24, 2022, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Klug, seconded by Member Fitzpatrick. All members present voted in favor of the motion, and the motion was declared carried to adjourn at 7:26 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk/Administrator