

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
MUNICIPAL AUDITORIUM
CALEDONIA, MINNESOTA
Monday, January 11, 2021

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 Auditorium.

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, Member Amanda Ninneman, and Member Brad Rykhus. City staff present: Casey Klug, public works and zoning director; Adam Swann, city clerk/administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Rykhus moved to approve the consent agenda. Member Ninneman 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 28, 2020 regular City Council meeting
- b. Accept \$2,950 COVID-19 Health Care Response Grant from Minnesota Department of Health to help cover costs related to Ambulance Department’s response to COVID-19 pandemic
- c. Accept resignation of Kelley McGraw as casual part-time police officer for Caledonia Police Department, effective December 29, 2020

PUBLIC COMMENT: None.

PUBLIC WORKS/ZONING DIRECTOR:

- a. Updates
 - i. Refurbishment of street sweeper: Public Works/Zoning Director Klug reported that the street sweeper had been taken to MacQueen Equipment in St. Paul for inspection and repairs.
 - ii. Pool gutter replacement project at Aquatic Center: Klug reported that Ricchio, Inc., the contractor hired to replace the stainless steel pool gutter, was going to be mobilizing at the site on Wednesday, January 13, 2021.
 - iii. Water leak on S. Marshall St.: Klug reported that there was a water leak on S. Marshall Street. Klug further reported that Zenke, Inc. was working on locating the leak to determine whether it was coming from the City main or a private service line.

CITY CLERK/ADMINISTRATOR:

- a. Updates
 - i. Purchase agreement for 615 W. Washington St.: Clerk/Administrator Swann reported that the purchase agreement between the City of Caledonia and the Paulette Chamberlin

Trust, previously approved by the City Council on December 28, 2020, was ready to be signed by the parties.

ii. Lease agreement between the City and Chris and Nichole Deflorian: Swann reported that the survey of the premises to be leased had been finished and incorporated into the contract. Swann further reported that the Deflorians preferred to coordinate removing the City power line with Electric Foreman Matt Blocker rather than adding language to the lease agreement. Swann further reported that he had to get the lease signed that week.

iii. License agreement between the City of Caledonia and Dr. Mark Zard and Mrs. Joanne Zard: Swann reported that Dr. Mark Zard and Mrs. Joanne Zard had signed the license agreement (a/k/a encroachment agreement) with the City, which they had requested to install a railing in a City right-of-way near their home.

iv. New email addresses for City Council members and City employees: Swann reported that the City had finished creating new email addresses for City Council members and City staff. Swann explained that all City email addresses would have the same domain name @caledoniamn.gov and format, which was the first letter of the person's first name followed by the person's full last name.

NEW BUSINESS:

a. Consideration of proposed appointments for City positions in 2021: Mayor Schroeder announced the proposed appointments for City positions in 2021. There were no objections from the Council, and the Council agreed to the following appointments by consensus.

2021 POSITIONS

Auxiliary Mayor
City Clerk/Administrator
Deputy City Clerk
Zoning Officer
City Treasurer
City Attorney

- Criminal
- Civil
- Personnel

City Engineer
Economic Development Authority Director

Official Newspaper
Official Depositories

Consulting Tree Inspector
Weed Inspector
Assistant Weed Inspector

David Fitzpatrick
Adam Swann
Stephanie Mann
Casey Klug
City Clerk/Administrator

Murphy Law Office, P.L.L.P.
Flaherty & Hood, P.A.
Kennedy & Graven, Chartered
Bolton & Menk, Inc.
Adam Swann

Caledonia Argus
Merchants Bank (and all institutions covered by FDIC insurance)

Minnesota Forestry
Mayor Tank Schroeder
Casey Klug

Police Chief
Animal Control Officer
Ambulance Director
Emergency Management Director

Kurt Zehnder
Nick Rask
Mike Tornstrom
Mayor Tank Schroeder

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

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

b. Consideration of Mayor Schroeder's proposed appointments to City boards and Council committees in 2021: Mayor Schroeder announced his proposed appointments to the City boards and Council committees in 2021. This including appointing Member Robert Klug to the Library Board and appointing Mayor Schroeder and Member Amanda Ninneman to the EDA Board.

2021 BOARDS

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

Harley Meiners (2016-2021)
Stephanie Mell (2021)
Jon Hagerott (2017-2022)
Francis Myhre (2017-2022)
Matt Schuldt (2020-2024)
Tank Schroeder (Mayor term)
Amanda Ninneman (Council term)

2021 COUNCIL COMMITTEES

General Government Committee

Rykhus and Schroeder

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

Personnel Committee

Klug and Schroeder

Personnel Administration

Salary Negotiations
Pay Equity Compliance Oversight

Public Safety Committee

Police Department
Traffic Engineering
Animal Control
Civil Defense

Rykhuis and Schroeder

Fire and Ambulance Committee

Ambulance Department
Fire Department/Fire District

Ninneman and Schroeder

Culture-Recreation Committee

Recreation Department
Caledonia Aquatic Center
Auditorium / Athletic Field
Parks
Programs

Fitzpatrick and Ninneman

Enterprise Funds Committee

Water Department
Sewer Department
Electric Department
Liquor Store

Fitzpatrick and Rykhuis

c. Review of revised land use permit fees and related fees for 2021: Council reviewed the proposed land use permit fees and related fees for 2021. Clerk/Administrator Swann reported that the only proposed changes were to add a \$200 fee for license agreements (a/k/a encroachment agreements) and to require prospective builders to provide a deposit of \$750 to pay for the City engineer to review their site plans if a site plan was needed (for projects other than single family residential). Member Fitzpatrick moved to approve the proposed land use permit fees and related fees for 2021. Member Rykhuis seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Discussion re use of City laptops by City Council members: Council discussed whether to install Microsoft Home and Business on the seven laptops Council purchased had purchased in 2020. The cost would be \$250 per laptop. By consensus Council wanted Microsoft Home and Business installed now so the laptops would be ready for use. Council also discussed whether to use the laptops at future City meetings in place of the paper Council packets. Several members expressed their preference for using the paper Council packets, including Mayor Schroeder, Member Ninneman, and Member Rykhuis.

e. Overtime Report: Members reviewed the overtime report for the pay period December 14, 2020 – December 27, 2020. No further action was taken by the Council.

f. Prepaid claims: Council reviewed the prepaid claims for the periods December 16, 2020 – December 31, 2020, which totaled \$534,298.41, and January 1, 2021 – January 8, 2021, which totaled \$65,581.74. Member Klug moved to approve the prepaid claims as presented for both periods. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Claims payable: Council reviewed the claims payable for January 2021, which totaled \$34,273.82. Member Rykhus 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.

ANNOUNCEMENTS:

a. The next regular City Council meeting was scheduled for Monday, January 25, 2021 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fitzpatrick, seconded by Member Klug. All members present voted in favor of the motion, and the motion was declared carried to adjourn at 6:35 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk/Administrator