

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, October 23, 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 Chambers 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 (at 6:40 p.m.); Adam Swann, clerk-administrator. Visitor(s) present: Joel Boone, American Legion Post 191; Dennis Gavin, Caledonia Haulers; Tracy Ludgood, American Legion Post 191; Craig Moorhead, *Caledonia Argus*; Dave Olson; Jim Olson; Marion Olson; Elizabeth Klinski; and Jeff Wild.

CONSENT AGENDA: Member Burns moved to approve the consent agenda. Member Lemke seconded the motion. The motion passed 3-0, with Member Fisch and Member Vick abstaining (due to the fact that they were absent for the October 9, 2017 City Council meeting). The consent agenda comprised the following items:

- a. Approval of minutes from October 9, 2017 regular meeting

PRESENTATION:

- a. American Legion Post 191
 - i. Request to install tank at City park: American Legion Post 191 members Joel Boone and Tracy Ludgood presented Council with a proposal to install a U.S. Army tank in a City park, preferably North Park. Ludgood reported that if the Council approved the request, the American Legion Post would still have to receive approval from the U.S. Army Donations Program. Installing a tank would require a concrete slab approximately 31’ x 12’, although the exact dimensions would depend on the type of tank. American Legion Post 191 would cover all the expenses. Member Burns moved to authorize American Legion Post 191 to install a tank in North Park pending approval of the location by all parties. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

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 \$3,493,857.06 through September 31, 2017.
- b. Review of long-term debt: Mann reported that the City made a debt payment of \$16,480 on G.O. Sewer Revenue Note 2010A in September.
- c. Review of budget versus actual: Mann reported on the budget versus actual for the governmental funds and enterprise funds through September 30, 2017. Mann projected that the City would have a surplus at the end of the year, but the exact amount was unknown because the City had some large unexpected expenses, including repairs to the intersection of S. Marshall St. and E. Jefferson St.

UNFINISHED BUSINESS:

- a. Consideration of Operating Engineers Local #49 Health and Welfare Fund Public Sector Participation Agreement for Non-Bargaining Premium Employees: Swann reported that he had contacted

the fund administrator to get the information requested by Council at the last meeting. This included the following: i) if an employee was hired after the 15th of the month and wanted to be covered by the plan, the City and employee would have to pay the full premium for the month; ii) employees could be required to provide proof of insurability, but it had not been done historically with individual plan participants; iii) the Health and Welfare Fund provided sick pay of \$300 per week for up to 26 weeks for non-occupational injuries that prevent an employee from working. Member Fisch moved to approve the Operating Engineers Local #49 Health and Welfare Fund public sector participation agreement for non-bargaining premium employees. Member Burns seconded the motion. All members present voted to approve the motion, and the motion passed.

b. Consideration of Resolution 2017-010: A Resolution Ordering Public Improvement Project on E. South St. and S. First St.: Council discussed the proposed project and possible locations for a lift station. Council reviewed a report from Michael Davy of Davy Engineering about three potential properties where a lift station could be installed. Mayor Schroeder and Member Burns volunteered to meet with David Olson to tour the property located at parcel ID 210452002 to evaluate potential locations for a lift station on that parcel. No further action was taken by the Council.

NEW BUSINESS:

a. Public hearing re application by Caledonia Haulers to rezone property at 321 W. Caledonia St. from R-2 to I-1 district: At 6:15 p.m. the regular meeting of the City Council was adjourned to hold a public hearing on an application by the Caledonia Haulers to rezone the property at 231 W. Caledonia St. from R-2 (urban residential district) to I-1 (limited industry district), which required a variance of 14,960 sq. ft. to the 20,000 sq. ft. minimum parcel size for an I-1 parcel. Dennis Gavin, president/CEO of Caledonia Haulers, spoke on behalf of the Caledonia Haulers application. He explained that the Caledonia Haulers was requesting to rezone the property for purposes of tearing down the house and using the property for parking, since the parcel was not big enough to construct a new building. Clerk-Administrator Swann reported that Amy Frauenkron of 324 W. Caledonia St. had called and expressed opposition to the rezoning application because she was concerned it would decrease her property values and she was worried about the children who played near the property. Elizabeth Klinski of 311 W. Caledonia St. was present and opposed the rezoning because of similar concerns about decreased property values and dangers to children. Gavin explained that using the property for a parking lot would unlikely increase traffic in the area and would therefore not pose a danger to children. Another citizen was present and expressed concern about the Haulers installing bright lights that would shine into the surrounding homes. Councilmember Burns concluded that the rezoning would not increase traffic—and was therefore unlikely to endanger the children—but the rezoning would decrease the value of the residential homes nearby. At 6:45 p.m. the public hearing was closed, and the regular meeting of the City Council was reconvened.

b. Consideration of application by Caledonia Haulers to rezone property at 321 W. Caledonia St. from R-2 to I-1 district: The councilmembers discussed the requested rezoning and the implications of using the property for parking. Member Lemke moved to approve rezoning the property at 321 W. Caledonia St. from R-2 to I-1, as requested by the Caledonia Haulers. The motion failed for lack of a second. Councilmember Burns explained that he didn't second the motion because of concerns by the neighbors and concerns about property values; moreover, the applicant could not do much with the property if it was rezoned.

c. Public hearing re Ordinance 2017-002: An Ordinance Granting a Franchise to Mediacom Minnesota, LLC to Operate and/or Maintain a Cable Television System in the City of Caledonia, Minnesota, and Setting forth Conditions Accompanying the Grant of the Franchise: At 7:19 p.m. the

regular meeting was adjourned to hold a public hearing on Ordinance 2017-002, an ordinance granting a franchise to Mediacom Minnesota, LLC to operate and/or maintain a cable television system in the City of Caledonia, Minnesota, and setting forth conditions accompanying the grant of the franchise. Council reviewed and discussed several documents prepared by legal counsel Brian T. Grogan, Esq. of Moss & Barnett. One of these documents was a comparison of the proposed franchise ordinance with the franchise ordinance that was approved in 2014 for Ace Telephone Association d/b/a Acentek. Another document was a PowerPoint summary of the cable television franchise renewal process with Mediacom Minnesota, LLC. Swann reported that under the proposed ordinance, the City would receive a franchise fee of 5% of Mediacom Minnesota, LLC's gross revenues from its cable television services in the City. No members of the public were present who wanted to address Council about the proposed ordinance. At 7:26 p.m. the public hearing was closed, and the regular meeting of the City Council was reconvened.

d. Consideration of Ordinance 2017-002: An Ordinance Granting a Franchise to Mediacom Minnesota, LLC to Operate and/or Maintain a Cable Television System in the City of Caledonia, Minnesota, and Setting forth Conditions Accompanying the Grant of the Franchise: Member Burns moved to approve Ordinance 2017-002, an ordinance granting a franchise to Mediacom Minnesota, LLC to operate and/or maintain a cable television system in the City of Caledonia, Minnesota, and setting forth conditions accompanying the grant of the franchise. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Consideration of revised job description for assistant to clerk-administrator: Clerk-administrator Swann explained that the revised job description added duties pertaining to responding to government data requests, assisting with City elections, and supporting economic development efforts (among other things). The revised job description reduced the duties pertaining to assisting the Police Department—which corresponded with the creation of the part-time administrative assistant position for the Police Department approved by the Council earlier in the year—although Swann explained that the assistant to clerk-administrator position was still expected to support the Police Department. Swann further explained that approving these revisions to the job description would increase the assistant to clerk-administrator from a pay grade 3 to a pay grade 4 level in 2018 under the step pay system proposed by Paul Ness. Member Fisch moved to approve the revised job description for the assistant to the clerk-administrator. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Consideration of revised job title and job description for city accountant: Clerk-administrator Swann explained that when Paul Ness evaluated the accountant position during his wage study, Ness had recommended changing the job title to finance officer and revising the job description to better reflect the duties of the position. These changes provided the basis for increasing the position from a pay grade 6 to pay grade 8 under the proposed step pay structure prepared by Paul Ness. Member Fisch moved to approve the revised job title and job description. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Consideration of proposal from WSB & Associates, Inc. to provide engineering design and construction services for 2018 N. Kingston St. Reconstruction Project: Council reviewed a proposal from WSB & Associates, Inc. to provide engineering design services and contract bid and award services for the N. Kingston St. Reconstruction Project in an amount not to exceed \$60,934. The estimate from Davy Engineering for these services was \$115,100. Member Vick moved to approve using WSB & Associates, Inc. for engineering design, bid, and award services for the N. Kingston Street Reconstruction Project, contingent on City staff checking WSB's references. Member Fisch seconded the motion. Member Burns moved to vote by roll call. Member Lemke: YES; Member Burns: NO; Mayor Schroeder: NO; Member

Fisch: YES; and Member Vick: YES. The motion to use WSB & Associates, Inc. for the project passed 3-2.

h. Consideration of whether to bury overhead power lines and install new street lighting as part of N. Kingston St. Reconstruction Project: Council reviewed an estimate of the engineering costs to convert the overhead power line on N. Kingston Street to underground. Council reviewed a quote of what it would cost to install new street lights. The consensus of the Council was that they wanted more information about the options before making a decision. No further action was taken by the Council.

i. Consideration of whether to repair roof at Police Dept./Ambulance Dept. building: Public Works and Zoning Director Casey Klug reported that the roof at the Police Dept./Ambulance Dept. building was leaking and needed to be repaired or replaced. Member Burns moved to approve repairing the roof for \$5,200. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

j. Overtime report: Members reviewed the overtime report for the pay period Sept. 25, 2017 – Oct. 8, 2017. No further action was taken by the Council.

ANNOUNCEMENTS:

a. The next regular City Council meeting was scheduled for November 13, 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 Mayor Schroeder. All members present voted in favor, and the motion was declared carried to adjourn at 8:56 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator