

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, October 25, 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, and Member Amanda Ninneman. Council member(s) absent: Member Brad Rykhus. City staff present: Casey Klug, public works/zoning director; Stephanie Mann, finance officer; and Adam Swann, clerk/administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; and Charlene Selbee, *Fillmore County Journal*.

CONSENT AGENDA: Member Klug moved to approve the consent agenda, and 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 October 11, 2021 regular City Council meeting
- b. Approve land use permit application from Greg Skaug to raise roof 10’ on 30’ x 40’ building at 162 Bissen St. and to add 12’ x 10’ lean-to structure on north side of same building
- c. Approve payment of invoice from Houston County in amount of \$25,241.42 for City’s share of watermain looping project on E. Washington St. and E. South St.

PUBLIC COMMENT: None.

FINANCE OFFICER:

a. Report on cash and investments: Finance Officer Stephanie Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$5,272,117.27 through September 30, 2021, an increase of \$143,202.99 from August 31, 2021. Mann reported that the Electric Fund’s cash had increased by \$127,073.20 since August, which was typical because of summer rates. Mann also reported that the Ambulance Fund’s cash had increased by \$30,411.72 because she, Ambulance Director Mike Tornstrom, and Utility Billing Clerk Jessica Kohnen had been working with Expert T billing to collect outstanding bills. Mann reported that there were no changes in the City’s investments.

b. Report on long-term debt: Mann reported that the City had not made any payments on long-term debt in September.

c. Review of 2021 budget v. actual for General Fund, enterprise funds, and special revenue funds: Mann reported on the 2021 budget v. actual for the General Fund, enterprise funds, and special revenue funds through the end of September. Mann noted that most of the departments were under budget or on budget, though Mann reported that the Fire Department was over budget because of higher expenditures on labor/services, wages, and equipment. Clerk/Administrator Swann added that he had sent an email to the Fire Department officers emphasizing the importance of keeping aware of the budget and not purchasing equipment without verifying there was sufficient funding. Mann reported that the City had received the last invoices for the new Durango purchased by the Police Department; the Durango was under budget by \$4,463.12. Mann further reported that Public Works had purchased the materials for repairing the warming house roof, which totaled \$4,607.60.

PUBLIC WORKS/ZONING DIRECTOR:

a. Updates

i. Construction of new wastewater treatment facility: Public Works/Zoning Director Klug reported that there was going to be a pre-construction meeting with Wapasha Construction Co., Inc. on November 3, 2021.

ii. Stormwater improvements near N. Sunnyside Dr.: Klug reported that Public Works staff were going to be installing the first row of culverts adjacent to N. Sunnyside to help with stormwater runoff.

iii. Sprague Woods management plan: Klug reported that he was going to be meeting with Randy Mell of the Friends of Sprague Woods Committee to review and discuss a proposed Sprague Woods management plan that Randy had prepared.

iv. Public nuisances:

a) 620 S. Marshall St.: Klug reported that the majority of the exterior refuse had been removed from the property. Klug reported that the property owner had contacted him requesting two weeks to repair the driveway and sidewalk and finish the garage.

Member Klug moved to grant the property owner two additional weeks from the date of the meeting to repair the driveway and sidewalk and finish the garage before the City would abate the nuisances as ordered at the prior City Council meeting on October 11, 2021. Member Ninneman seconded the motion. All members present voted in favor of the motion, and the motion passed.

b) 420 W. Caledonia St.: Klug reported that the interior and exterior refuse had been removed from the property.

c) 418 E. Grove St.: Klug reported that the City had pursued immediate abatement of a bed bug infestation at the property at 418 E. Grove Street. Klug reported that the City had been notified of the bed bugs earlier in the year and had attempted to work with the property owner's family and bank that was acquiring the property to address the bed bug problem, but no action had been taken. Klug further reported that immediate abatement was deemed necessary by City staff because two houses near the house had also reported having bed bugs.

CLERK/ADMINISTRATOR:

a. Updates

i. Class C wastewater license by Eli Craig, City water/wastewater operator: Clerk/Administrator Swann reported that Eli Craig, the City's water/wastewater operator, had recently obtained his Class C wastewater license and that Craig had also recently obtained his Class C water license.

ii. Pocket park ribbon-cutting ceremony: Swann reported that the ribbon-cutting ceremony for the downtown Pocket Park on October 16 was a success. Swann said there was a good crowd, and the mayor gave a good speech. The mayor noted that many of the attendees wanted the City to prohibit dogs in the park.

UNFINISHED BUSINESS:

a. Discussion re preliminary General Fund, Fire Fund, and EDA Fund budgets for fiscal year 2022 and proposed levy for taxes payable in 2022: Finance Officer Mann reported that the proposed 2022 General Fund budget had revenues of \$2,374,345 and expenses of \$2,333,305, leaving net revenues of \$41,040. Mann reported that she and Clerk/Administrator Swann had revised the allocation of administrative expenses charged to the Liquor Fund to provide additional revenues to the General Fund. Mann reported that the proposed 2022 budget for the Ambulance Fund had net income of \$53,185 but did not include any funding for a new joint fire and ambulance station. Mann reported that the proposed 2022 budget for the Library Fund, which had been prepared by the Library Board, had a budgeted loss of \$4,990 and the Library Board was planning on using reserve funds to cover the loss. Mann reported that the EDA Fund had a 2022 budget that included \$15,000 for the Intermediary Revolving Loan Program and net revenues of \$4,040. Mann reported that the Fire Fund had a 2022 budget of \$184,310, with net revenues of \$115; the proposed Fire Fund budget did not include funding for a new joint fire and ambulance station. Clerk/Administrator Swann reported that City Engineer Matt Mohs had estimated that engineering design fees for the S. Marshall St./E. Grove St. reconstruction project would cost \$210,000, and the construction observation fees would cost \$155,000—for a total of \$365,000, which was significantly more than the City was expecting based on the engineering fees for other recent projects, such as the N. Kingston St. reconstruction project, where the City paid less than \$241,770. The Council expressed concerns about the amount of the engineering fees and discussed alternative options. The Council directed Swann to convey these concerns to City Engineer Mohs.

b. Discussion re proposed Capital Improvement Plan for 2022-2026: Council reviewed the proposed Capital Improvement Plan for 2022-2026. No action was taken by the Council.

NEW BUSINESS:

a. Consideration of recommendation from Ambulance Director Mike Tornstrom to hire Emily Logging as an emergency medical responder (EMR) for the Caledonia Ambulance Department: Member Fitzpatrick moved to approve hiring Emily Logging as an emergency medical responder for the Caledonia Ambulance Department. Member Klug seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of recommendation from Ambulance Director Mike Tornstrom to hire Mark Schiltz as an emergency medical technician (EMT) for the Caledonia Ambulance Department and to appoint him as the part-time assistant ambulance director: Member Ninneman moved to approve hiring Mark Schiltz as an emergency medical technician (EMT) for the Caledonia Ambulance Department and to appoint him as the part-time assistant ambulance director. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Discussion re notice of claim from Ricchio, Inc. about liquidated damages assessed on Caledonia Aquatic Center Pool Gutter Repair Project: Council discussed Ricchio, Inc.'s notice of claim objecting to the assessment of 51 days of liquidated damages at \$400/day for a total of \$20,400 on the Caledonia Aquatic Center Pool Gutter Repair Project. Mayor Schroeder moved to approve offering Ricchio, Inc. a reduction in the liquidated damages by 14 days for \$5,600 in exchange for Ricchio withdrawing its claim. Member Ninneman seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Review of carpet samples for new carpeting in City Hall Council Chambers: Council reviewed carpet samples for the new carpeting that was going to be installed in the City Hall Council Chambers. The consensus of the Council was that the City should install the light blue and gray option.

- e. Overtime report: Members reviewed the overtime report for the pay period October 4, 2021 – October 17, 2021. No further action was taken by the Council.

ANNOUNCEMENTS:

- a. The next regular City Council meeting was scheduled for Monday, November 8, 2021, 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, and the motion was declared carried to adjourn at 7:25 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk/Administrator