

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
HELD VIA VIDEO CONFERENCE (ZOOM) DUE TO COVID-19 PANDEMIC
Monday, November 23, 2020

CALL TO ORDER: Following due call and notice thereof, Mayor DeWayne “Tank” Schroeder called the meeting to order at 6:00 p.m. Due to the COVID-19 pandemic, the meeting was held via a video conference through Zoom.

ROLL CALL: Council members present: Mayor Schroeder, Paul Fisch, David Fitzpatrick, Brad Rykhus, and Randi Vick. City staff present: Casey Klug, public works/zoning director; Stephanie Mann, finance officer; and Adam Swann, clerk/administrator. Visitor(s) present: Robert “Bob” Klug, councilmember-elect; and Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Fisch moved to approve the consent agenda, which comprised the following items:

- a. Approve minutes from November 9, 2020 regular City Council meeting
- b. Approve minutes from November 12, 2020 special City Council meeting

Member Vick seconded the motion. The members voted by roll call:

Mayor Schroeder: Yes
Member Fisch: Yes
Member Fitzpatrick: Yes
Member Rykhus: Yes
Member Vick: Yes

The motion passed.

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 \$4,338,326.51 through October 31, 2020, a decrease of \$98,799.82 from September 30, 2020. Mann reported that the City had received \$54,343.47 in police state aid, and the Fire Department had purchased a thermal imaging camera for \$6,859. Mann further noted that the Sewer Fund had paid \$117,936 to Donohue & Associates in October for engineering design fees on the new wastewater treatment facility.

b. Review of 2020 budget v. actual for General Fund, special revenue funds, and enterprise funds: Mann reported that sales for most of the enterprise funds were close to what had been budgeted. The only exception was the Liquor Fund, for which sales were up significantly; Liquor Fund sales were already \$130,758.63 more than had been budgeted for the entire year.

PUBLIC WORKS/ZONING DIRECTOR:

a. Updates:

i. Construction of Production Well #8: Public Works/Zoning Director Klug reported that the drilling was done and the contractor was preparing to test the well in the next few weeks, which would involve pumping large amounts of water through the well.

ii. Placement of winter decorations: Klug reported that the Electric Division had put up the winter holiday decorations for Light Up Caledonia, which started on November 19.

iii. Installation of new curb near St. John's Church: Klug reported the City had hired Meyer Concrete to install approximately 100 feet of new curb at the intersection of N. Marshall St. and E. McKinley St.

iv. Application for Local Road Improvement Grant: Klug reported that City Engineer Matt Mohs had recommended that the City apply for a Local Road Improvement Grant from the Minnesota Department of Transportation. The grant could be used for projects such as extending N. Warrior Ave. to State Highway 44 or reconstructing a downtown street.

CLERK/ADMINISTRATOR:

a. Updates:

i. Date for Comprehensive Plan public hearing: Swann asked the Council members whether they wanted to schedule the public hearing on the new Comprehensive Plan in December or January. The consensus of the Council was that the public hearing should be in December prior to the end of the terms of Councilmembers Paul Fisch and Randi Vick.

ii. Appreciation for City staff and volunteers: Swann thanked the Electric Division employees—Matt Blocker and Nate Becker—for putting the winter decorations on the light poles and setting up other decorations in the City. Swann also thanked the Streetscapes/Caledonia Green Committee for decorating North Park.

NEW BUSINESS:

a. Review of application by Club W, LLC for land use permit to construct 15' x 15' walk-in cooler at 114 S. Pine St.: Member Fitzpatrick moved to approve a land use permit for Club W, LLC to install a 15' x 15' walk-in cooler at 114 S. Pine Street. Mayor Schroeder seconded the motion. The members voted by roll call:

Mayor Schroeder: Yes

Member Fisch: Yes

Member Fitzpatrick: Yes

Member Rykhus: Yes

Member Vick: Yes

The motion passed.

b. Review of request from Dr. Mark Zard and Joanne Zard to install a railing in the City right-of-way adjacent to their property at 800 S. Marshall St.: By consensus Council was agreeable to City staff preparing a proposed encroachment agreement for Council's consideration at a future meeting.

c. Discussion re proposed final General Fund, Fire Fund, and EDA Fund budgets for fiscal year 2021 and final levy for taxes payable in 2021: Council reviewed and discussed the proposed General Fund, Fire Fund, and EDA Fund budgets for fiscal year 2021 and final levy for taxes payable in 2021. Finance Officer Mann reported that the League of Minnesota Cities Insurance Trust was increasing workers' comp rates for police officers by 35% for the second half of 2021 because of PTSD claims. Mann further reported that the current proposed General Fund budget was based on a 5% levy increase and had net revenues of \$36,435. By consensus Council requested City staff revise the budget based on a 7.5% levy increase. No further action was taken by the Council.

d. Discussion re 2021 budgets for Water Fund, Sewer Fund, Stormwater Fund, Electric Fund, and Liquor Fund: Council reviewed the proposed 2021 budgets for the Water Fund, Sewer Fund, Stormwater Fund, Electric Fund, and Sewer Fund. No further action was taken by the Council.

e. Discussion re proposed Capital Improvement Plan for 2021-2025: Council reviewed the proposed Capital Improvement Plan for 2021-2025 and discussed whether the City could lease a street sweeper rather than purchasing a new one. No further action was taken by the Council.

f. Discussion re fees for 2021 on-sale intoxicating liquor licenses and wine licenses: Council discussed the City's fees for 2021 on-sale intoxicating liquor licenses and wine licenses and whether the fees should be reduced due to COVID-19 and state-mandated business shutdowns. Member Fisch moved to charge half price for intoxicating liquor licenses and wine licenses in 2021 and to give existing businesses with liquor licenses until July 1 to pay their fees. Member Fitzpatrick seconded the motion. The members voted by roll call:

Mayor Schroeder: Yes

Member Fisch: Yes

Member Fitzpatrick: Yes

Member Rykhus: Yes

Member Vick: Yes

The motion passed.

g. Discussion re drafting a snow emergency ordinance that would prohibit on-street parking during snow storms: Council discussed a request from the Public Works Department to draft an ordinance prohibiting on-street parking on days the National Weather Service issues a weather advisory for snow amounts of at least 3 inches. Public Works/Zoning Director Klug reported that City staff had difficulty plowing the roads because of cars parked on City streets. Member Vick expressed opposition to the proposal because there were houses in the City without off-street parking. No further action was taken by the Council.

h. Closed meeting under M.S. § 13D.05, subd. 3(c) to develop/consider offer for purchase of real property in the City of Caledonia (615 W. Washington St. / parcel ID 21.0933.000): Member Vick moved to close the regular City Council meeting at 8:01 p.m. pursuant to M.S. § 13D.05, subd. 3(c) to develop/consider an offer for the purchase of real property at 615 W. Washington St. (parcel ID 21.0933.000) in the City of Caledonia. Member Rykhus seconded the motion. The members voted by roll call:

Mayor Schroeder: Yes
Member Fisch: Yes
Member Fitzpatrick: Yes
Member Rykhus: Yes
Member Vick: Yes

The motion passed. The meeting was closed at 8:01 p.m.

At 8:23 p.m. the regular City Council meeting was reopened, and Mayor Schroeder verified that the only matters discussed during the closed session pertained to the development/consideration of an offer for the purchase of real property at 615 W. Washington St. (parcel ID 21.0933.000) in the City of Caledonia for a possible new ambulance station. Mayor Schroeder further verified that nothing had been approved.

i. Overtime Report: Members reviewed the overtime report for the pay period November 2, 2020 – November 15, 2020. No further action was taken by the Council.

ANNOUNCEMENTS:

a. The next regular City Council meeting was scheduled for Monday, December 14, 2020 at 6:00 p.m. in the City Auditorium. The Truth-in-Taxation Meeting regarding the 2021 budget and levy for taxes payable in 2021 would occur at the beginning of the Council meeting.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Vick, seconded by Member Rykhus. All members present voted in favor of the motion, and the motion was declared carried to adjourn at 8:27 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk/Administrator