

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, November 27, 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, and Randi Vick. Council member(s) absent: Robert Lemke. City staff present: Stephanie Mann, accountant; Adam Swann, clerk-administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; Chuck Schulte; Rocky Danielson.

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

- a. Approval of minutes from November 13, 2017 regular meeting
- b. Approval of request from Ken Van Den Boom for key to Municipal Auditorium

PUBLIC COMMENT: None.

PRESENTATION:

- a. Rocky Danielson
 - i. Request to include painting of Caledonia turkey sign in 2018 budget: Ms. Danielson presented Council with a proposal to repair and repaint the “Turkey Capital of Minnesota” sign on City property near Woodside Lane and Highway 44 for \$3,600. By consensus the Council approved the project but expressed a desire to find donations for the project.
 - ii. Request to paint community mural on McCormick garage at 203/205 E. Main St.: Ms. Danielson presented Council with a proposal to paint a community mural on the McCormick garage adjacent to Gazebo Park. The project would not require City funding but would require a sign permit. By consensus the Council was agreeable to the project with the understanding that Ms. Danielson would submit a formal design with the sign permit application.

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 \$3,513,408.64 through October 30, 2017.
- b. Review of long-term debt: Mann reported that there were no changes to the City’s debt. The City would be making a payment of \$76,387.50 on G.O. Sewer Revenue Refunding Bond 2009A in December.
- c. Review of budget versus actual: Mann reported on the budget versus actual for the governmental funds and enterprise funds through October 31, 2017. Mann estimated that the General Fund would end the year with a surplus.

CLERK-ADMINISTRATOR:

a. Updates:

i. ISO Rating: Clerk-Administrator Swann reported that the Insurance Services Office had completed its Public Protection Classification Survey of the Caledonia Fire Protection Service Area (FPSA) and had provided the Caledonia FPSA with a public protection classification of 04/4Y, on a scale of 1 to 10. Swann congratulated the Fire Department for the high rating.

ii. Sprague Woods: Swann reported that the City had hired Mike Steele to improve the functionality of Sprague Woods by clearing some of the dead trees and branches. Steele had agreed to perform the work for \$2,700, which was significantly less than the initial estimate of \$7,000.

iii. Wellhead Protection Plan: Swann reported that Public Works and Zoning Director Casey Klug was close to finishing the City's updated Wellhead Protection Plan, which had to be submitted to the Minnesota Department of Health.

iv. Ambulance Service Calls: Swann reported that according to Ambulance Director Mike Tornstrom, the City had reached 400 ambulance runs for 2017, which was the most runs in the department's history—and there was still a month left to go.

UNFINISHED BUSINESS:

a. Review of final 2018 General Fund budget and levy for taxes payable in 2018: Council reviewed and discussed the final 2018 General Fund budget and levy for taxes payable in 2018. Member Burns proposed transferring \$40,000 from the Electric Fund to the Capital Improvement Fund in 2018 (rather than \$50,000) and transferring \$10,000 from the Electric Fund to the General Fund in 2018 to budget an increase in reserves by \$25,920 rather than \$15,920. No further action was taken by the Council.

b. Review of proposed Capital Improvement Plan for 2018-2022: Council reviewed and discussed the proposed Capital Improvement Plan for 2018-2022. Mayor Schroeder recommended moving the purchase of the track skid loader from 2018 to 2019. No further action was taken by the Council.

NEW BUSINESS:

a. Public Hearing: Resolution 2017-012: Resolution Authorizing the Assessment of Properties for Unpaid Utility Charges and Unpaid Special Charges: At 6:56 p.m. Mayor Schroeder adjourned the regular meeting to hold a public hearing on Resolution 2017-012, a resolution authorizing the assessment of properties for unpaid utility charges and unpaid special charges. Swann reported that the owner of 306 S. East Street #310 had paid the delinquent utility charges in the amount of \$15.37 and should be removed from the list. City resident Chuck Schulte inquired about whether houses without water meters or electric meters were being billed for City services like recycling, garbage collection, and street lights. No other members of the public were present who wanted to address Council about Resolution 2017-012.

b. Consideration of Resolution 2017-012: Resolution Authorizing the Assessment of Properties for Unpaid Utility Charges and Unpaid Special Charges: At 7:10 p.m. Mayor Schroeder adjourned the public hearing and reconvened the regular Council meeting. Member Burns moved to approve Resolution 2017-012 except for the charges for 306 S. East Street #310, which had been paid. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Consideration of revised job description for electrical line worker: Council reviewed a revised job description for the electrical line worker position. The revisions included adding a requirement that the electrical line worker have a lineman's diploma from an accredited institution and adding a requirement

that the lineman enroll in and actively participate in a four-year apprenticeship program within six (6) months of hire. Swann reported that Line Foreman Matt Blocker had reviewed the proposed changes and agreed with them. Member Burns moved to approve the revised job description. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of Resolution 2017-013: Resolution Approving Collective Bargaining Agreement between City of Caledonia and the International Union of Operating Engineers Local 49 for 2018-2020: Member Burns, who served on the Council's Personnel Committee and helped negotiate the bargaining agreement, summarized the tentative bargaining agreement. Member Burns moved to approve Resolution 2017-013, a resolution approving the tentative collective bargaining agreement between the City of Caledonia and the International Union of Operating Engineers Local 49 for 2018-2020. All members present voted in favor of the motion, and the motion passed.

e. Consideration of step pay structure for non-union employees: Council reviewed and discussed using the step pay structure (prepared by Paul Ness) for non-union employees. Member Fisch moved the following: 1) to approve the step pay structure for full-time, non-union employees; 2) to place the ambulance director at step 4 (\$29.22/hr.) on January 1, 2018, and to use January 1 as his anniversary date going forward; 3) to place the police chief at step 9 (\$34.24/hr.) on January 1, 2018 and to use January 1 as his anniversary date going forward; 4) to place the public works and zoning director at the 6-month step (\$27.45/hr.) on January 1, 2018 and to move him to step 1 on his anniversary date in July 2018; and 5) to increase the clerk-administrator's salary by 2% effective January 1, 2018. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Consideration of wages for part-time, non-union employees: Swann provided Council with a list of proposed wages for part-time, non-union employees for 2018. The proposed wages included the following:

- i. Part-time employees
 - a) Nancy Steele \$14.00/hr.
 - b) Liquor store clerks \$10.50/hr.

- ii. Seasonal employees
 - a) Ken Van Minsel \$10.50/hr.
 - b) Dean Schutte \$10.50/hr.
 - c) Pool manager \$12.00/hr.
-Plus \$1 for WSI certification and \$.25 per season of lifeguarding experience up to 8 seasons
 - d) Assistant pool managers \$10.50/hr.
-Plus \$1 for WSI certification and \$.25 per season of lifeguarding experience up to 8 seasons
 - e) Pool lifeguards \$10.00/hr.
-Plus \$1 for WSI certification and \$.25 per season of lifeguarding experience up to 8 seasons
 - f) Summer baseball and softball manager \$13.00/hr.
 - g) Assistant summer baseball and softball manager \$10.50/hr.
 - h) Umpires \$15/\$17 per game

Member Fisch moved to approve the wages for part-time and seasonal employees as recommended, effective January 1, 2018. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Overtime report: Members reviewed the overtime report for the pay period Nov. 6, 2017 – Nov. 19, 2017. No further action was taken by the Council.

ANNOUNCEMENTS:

a. The next regular City Council meeting was scheduled for December 11, 2017 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch, seconded by Mayor Schroeder. All members present voted in favor, and the motion was declared carried to adjourn at 8:11 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator