

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
BY VIDEO CONFERENCE (ZOOM) DUE TO COVID-19 PANDEMIC
CALEDONIA, MINNESOTA
Monday, November 9, 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; Matt Mohs, city engineer (arrived at 6:30 p.m.); and Adam Swann, clerk/administrator. Visitor(s) present: Jeff Babinski, Houston County administrator; Ron Hewuse; Eric Johnson, Houston County commissioner; Craig Moorhead, *Caledonia Argus*; Brian Pogodzinski, Houston County engineer; and Mike Rogich.

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

- a. Approve minutes from October 26, 2020 regular City Council meeting
- b. Accept resignation of Mike Meiners as part-time EMR for Caledonia Ambulance Department
- c. Accept resignation of Jacob Theobald as part-time EMT for Caledonia Ambulance Department

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.

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 \$4,437,126.33 through September 30, 2020, a decrease of \$177,854.24 from August 31, 2020.
- b. Report on long-term debt: Mann reported that there were no changes to the City’s long-term debt.
- c. Review of 2020 budget v. actual for General Fund, special revenue funds, and enterprise funds: Mann reported that many of the General Fund’s capital expenditures budgeted for 2020 were going to be transferred to 2021, and the funding saved from the delayed purchases would be transferred to the CIP Fund and used to purchase the items in 2021. Mann noted that the

Police Department had ordered its new vehicle, but the vehicle would not be delivered until 2021.

PUBLIC WORKS/ZONING DIRECTOR:

a. Construction of Production Well #8: Public Works/Zoning Director Klug reported that the contractor was currently blasting the well cavity and was going to start pumping water soon.

CLERK/ADMINISTRATOR:

a. Updates

i. Receipt of Arlin Falck Grant: Clerk/Administrator Swann reported that the Streetscapes/ Caledonia Green Committee had applied for and received an Arlin Falck Grant of \$7,500 to be used for hiring an artist to paint a 3D mural in downtown Caledonia.

ii. Approval of Caledonia Aquatic Center pool gutter replacement project by LMCIT: Clerk/Administrator Swann reported that the project manual and specs had been approved by the League of Minnesota Cities Insurance Trust, and the project was now out for bid. The deadline for submitting bids was December 8, 2020.

iii. Election wrap-up: Clerk/Administrator Swann thanked custodian Pete Muenkel for his great work getting the Auditorium ready for Election Day. Swann also thanked the election judges for doing a good job, particularly during the COVID-19 pandemic.

NEW BUSINESS:

a. Public hearing re assessment of unpaid utility charges and special charges: At 6:16 p.m. Member Fisch moved to adjourn the regular City Council meeting to hold a public hearing on the proposed assessment of unpaid utility charges and special charges. Member Vick seconded the motion. The members voted by roll call:

Mayor Schroeder: Yes

Member Fisch: Yes

Member Fitzpatrick: Yes

Member Rykhous: Yes

Member Vick: Yes

The motion passed. The public hearing convened at 6:16 p.m.

Clerk/Administrator Swann reported that the delinquent utility charges owed on 1024 Sunrise Lane, 1022 Sunrise Lane, and 508 W. Caledonia St. had been paid and did not need to be assessed.

Mike Rogich was present and expressed concerns about a proposed assessment of \$3,432.86 on his property at 616 N. Pine St. for a water leak. Rogich stated that he was not contacted about the water leak until after the contractor was on-site and working to stop the water leak.

Ron Hewuse was present and expressed opposition to the City assessing his property at 115 E. Main St. for \$50 for the cost of removing a bag of garbage that was on the sidewalk in front of his building.

At 6:52 p.m. Member Rykhus moved to adjourn the public hearing and reconvene the regular City Council meeting. 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. The regular City Council meeting reconvened at 6:52 p.m.

b. Consideration of proposed Resolution 2020-19: A Resolution Authorizing Assessment of Unpaid Utility Charges and Special Charges: Member Vick moved to approve proposed Resolution 2020-19, a resolution authorizing assessment of unpaid utility charges and special charges, with the amendment that the assessments on 1024 Sunrise Lane, 1022 Sunrise Lane, and 508 W. Caledonia St. be removed from the resolution because they had been paid. 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.

c. Discussion re proposed preliminary General Fund, Fire Fund, and EDA Fund budgets for fiscal year 2021 and preliminary levy for taxes payable in 2021: Finance Officer Stephanie Mann reported that the proposed preliminary General Fund, Fire Fund, and EDA Fund budgets for 2021 had been revised to lower the proposed levy increase to 5%. The revised budgets and lower levy increase would give the City net revenues of \$41,225 in 2021, and they included an anticipated unallotment of Local Government Aid in the amount of \$81,003. Clerk/Administrator Swann reported that he, Finance Officer Mann, and Public Works/Zoning Director Klug had discussed saving money on road expenditures and other government expenditures in 2021 to generate funds to transfer to a CIP fund to help pay for future road reconstruction projects identified in the preliminary infrastructure management plan prepared by City Engineer Matt Mohs. Mayor Schroeder expressed support for a higher levy increase than 5% because the difference between 9.5% and 5% was \$41,711 and he thought the City needed the additional money to maintain City infrastructure. No action was taken by the Council.

d. Consideration of application by Houston County for a conditional use permit, two setback variances, and a land use permit to build a new Highway Department Facility at 1124 E. Washington St.:

Clerk/Administrator Swann reported that the Houston County Board of Commissioners had expressed support for paying for 2/3 of the cost of looping the water main from E. South St. to E. Washington St., and Swann and Houston County Administrator Jeff Babinski had been working on a proposed cooperative agreement setting forth the responsibilities between the City

and County in constructing the water main extension. Swann further explained that under the proposed cooperative agreement, the County would oversee construction of the project and would then dedicate the water main to the City. Swann noted that the proposed cooperative agreement was being reviewed by City Attorney Mike Flaherty—and therefore not finalized—and might need revisions. City Engineer Matt Mohs summarized the route and specifications of the water main loop.

Member Fisch moved to approve the City and County splitting the cost of looping the water main—at a cost of 1/3 and 2/3, respectively—and entering a cooperative agreement with the County. 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.

i. Conditional use permit to build new governmental building (i.e., Houston County Highway Department facility) in an AG, Agricultural District on parcel 21.1090.000

Member Rykhus moved to adopt the findings of fact as proposed by City staff and approve the conditional use permit with the following conditions:

- a) The City and County sign an agreement acceptable to the City to share the cost of looping the water main from E. South St. to E. Washington St.—apportioning the costs 1/3 and 2/3 respectively—to provide sufficient water flow for the facility;
- b) Fencing of at least 8 feet (with screening) shall be installed by the County next to any residential area, as required by City Code Section 153.188; and
- c) No lighting will be cast into residential areas, pursuant to City Code Section 153.191; and
- d) The new facility will not create an increase in the amount of water runoff flowing onto the adjoining properties.

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.

ii. Side yard setback variance of 10 feet on the east property line of parcel 21.1090.000, resulting in a 20-foot setback

Mayor Schroeder moved to adopt the findings of fact as proposed by City staff and approve the 10-foot side yard setback variance on the east property line. 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.

iii. Rear yard setback variance of 10 feet on the south property line of parcel 21.1090.000, resulting in a 40-foot setback:

Member Fitzpatrick moved to adopt the findings of fact as proposed by City staff and approve the 10-foot rear-yard setback variance on the south property line. Member Fisch 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.

iv. Land use permit to build new governmental building (i.e., Houston County Highway Department facility) at 1124 E. Washington St.:

Member Fisch moved to approve a land use permit for Houston County to construct a new governmental building (i.e., Houston County Highway Department facility) at 1124 E. Washington Street. 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.

e. Consideration of proposed Resolution 2020-20: A Resolution Approving CARES Act Coronavirus Relief Fund Expenditures: Council discussed how to spend the approximately \$8,857.46 that was remaining of the City's \$212,761 in CARES Act funds. Member Vick moved to approve spending \$7,042 of the remaining funds to purchase (and set up) 7 laptops from Southeast MN IT. 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.

Member Vick moved to approve providing additional grant funds to the Four Seasons Community Center if there were any remaining CARES Act funds as of November 15, 2020. Member Fisch 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.

Member Vick moved to approve proposed Resolution 2020-20: A Resolution Approving CARES Act Coronavirus Relief Fund Expenditures. 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.

f. Overtime Report: Members reviewed the overtime report for the pay period October 19, 2020 – November 1, 2020. No further action was taken by the Council.

g. Prepaid claims: Council reviewed the prepaid claims for the period October 14, 2020 – November 5, 2020, which totaled \$327,610.12. Member Fisch moved to approve the prepaid claims as presented. 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.

h. Claims payable: Council reviewed the claims payable for November 2020, which totaled \$23,064.65. Member Fisch moved to approve the claims payable as presented. 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.

ANNOUNCEMENTS:

- a. There was going to be a special City Council meeting on Thursday, November 12, 2020, at 6:00 p.m. to canvass the results of the City elections held during the November 3, 2020 General Election. Additional City business might be added to the agenda in advance of the meeting.
- b. Light Up Caledonia was scheduled to start on November 19, 2020 at 4:00 p.m.
- c. The next regular Council meeting was scheduled for Monday, November 23, 2020, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Vick, seconded by Member Rykhus. 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 declared by Mayor Schroeder adjourned at 8:16 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk/Administrator