

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, February 8, 2016

CALL TO ORDER: Following due call and notice thereof, Mayor Gran called the meeting to order at 6:00 p.m. in the Council Room of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Gran led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor Joshua Gran, Bob Burns, Paul Fisch, Bob Lemke, and DeWayne Schroeder. City staff present: Administrative Coordinator Mike Gerardy, Police Sgt. Jim Stemper, City Clerk/Administrator Adam Swann, and Police Chief Kurt Zehnder. Visitors present: Houston County Sheriff Mark Inglett, Steven Peplinski, and Thomas Trehus.

AGENDA: Motion by Member Burns with one amendment (to add to agenda issue of on-street parking on N. Kingston St.), second by Member Lemke. All members voted in favor to approve the agenda as amended, and the motion passed.

CONSENT AGENDA APPROVAL: Motion by Member Lemke and Member Burns to approve the consent agenda, which consisted of minutes from the January 25, 2016 regular meeting.

PUBLIC COMMENT: Thomas Trehus, a candidate for the Minnesota House of Representatives, introduced himself to the Council. Steven Peplinski also addressed the Council.

CITY CLERK/ADMINISTRATOR:

a. Snow removal: Swann commended the work of Mike Gerardy, Mark Betz, Dan Schwirtz, and Nathan Becker in keeping the streets clear during the snowstorm on Feb. 2-3, 2016.

b. City Clerk/Administrator's Office: Swann reported to Council that the staff in the City Clerk/Administrator's Office had been working very hard to provide good service to the City during the past few months as the office dealt with the resignation of the former city administrator/clerk, the hiring of an interim clerk/administrator, and then the hiring of a new clerk/administrator. Swann expressly recognized the contributions of Mike Gerardy, Jessica Kohnen, Stephanie Mann, Dorothy Ranzenberger, and Allison Wagner.

UNFINISHED BUSINESS:

a. Online training for election judges: Swann reported that half of the election judges he spoke with were interested in completing their training online. Member Burns made a motion to pay the \$10 fee for any City election judge who wanted to complete the mandatory training online, and Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion was approved.

NEW BUSINESS:

a. Application from Caledonia Girls Court Club, Inc. for exempt permit: Mayor Gran moved to approve an application from Caledonia Girls Court Club, Inc. to hold a raffle at Good Times on April 23, 2016. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion was approved.

b. Application from Elsie's Bar and Grill for zoning permit: The members discussed an application from Elsie's Bar and Grill to replace an old sign with a new five-foot by six-foot LED sign and message center. Member Schroeder moved to approve the permit application, Member Burns seconded the motion. All members present voted in favor of the motion, and the motion was

c. Reduction in monthly police hours: The members discussed police coverage and calls for service with Chief Zehnder and Sgt. Stemper. The members also discussed cooperation between the City and other law enforcement offices, including Houston County Sheriff Inglett, who was present at the meeting and discussed his staffing levels and service demands. No action was taken by the Council.

d. Per capita rate for ambulance service in 2017: The members discussed the per capita rate that should be charged in 2017 for each township and city receiving service the City's Ambulance Department. The members reviewed a spreadsheet prepared by City Accountant Stephanie Mann showing the Ambulance Department's actual budgets in 2013, 2014, and 2015 (pre-audit), and several possible budgets for 2016 and 2017. Member Burns moved that the City charge a per capita rate of \$9 in 2017. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion was approved.

e. Compensation for liquor store clerk and assistant manager: Members discussed the compensation for Sarah Nelson, a clerk for the City's liquor store, and Nancy Steele, an assistant manager for the City's liquor store. Members reviewed a spreadsheet showing wages for City employees from 2005 to 2017. Members discussed Nelson's and Steele's many years of service to the City since 2009. Member Schroeder moved to increase Nelson's salary by \$1.00/hr. and Steele's salary by \$0.24/hr. effective February 15, 2016. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. City support for Music in the Park: The members discussed whether the City should host the Music in the Park summer concert series for 2016—with help from a group of volunteers from the Chamber of Commerce. Swann reported that the event was tentatively scheduled for June 21 – August 2, 2016 and that it would cost the City \$50 to provide insurance for the event. Member Burns moved that the City host Music in the Park as a City event and pay the cost of insuring the event. Mayor Gran seconded the motion. All members present voted in favor of the motion, and the motion was approved.

g. February police schedule: Council reviewed the Police Department's schedule for February 2016. No action was taken.

h. Prepaid claims: Council reviewed the prepaid claims. Member Schroeder questioned why the Fire Department was still purchasing pagers. Member Schroeder moved to approve the prepaid claims as submitted. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion was approved.

i. Claims payable: Council reviewed the claims payable. Mayor Gran inquired about invoices from Davy Engineering and Smith Schafer & Associates, Ltd. Member Schroeder moved to approve the claims payable as submitted. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion was approved.

j. Overtime report: Council reviewed the overtime report for City employees for the period Jan. 18-31, 2016. No action was taken.

k. Request to waive penalty for unpaid utility bill: The members discussed a request from SEMA Equipment, Inc. to waive a penalty that was charged by the City when SEMA's payment on its utility bill was allegedly lost in the mail. The members agreed by consensus to waive the penalty this one time due to SEMA's history of making payments on time.

ANNOUNCEMENTS: The next regular meeting will be on Monday, February 22, 2016 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 Member Lemke. All members present voted in favor, and the motion was declared carried to adjourn at 8:08 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk/Administrator