

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, April 25, 2022

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 Hall Council Chambers.

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, Member Amanda Ninneman and Member Brad Rykhus. Council member(s) absent: None. City staff present: Casey Klug, public works/zoning director; Stephanie Mann, interim city clerk/administrator. Visitor(s) present: Joe Olson, Houston County Assessor’s Office; Lee Langager, Houston County Assessor’s Office; Robert “Bob” Burns, Houston County commissioner; Craig Moorhead, *Caledonia Argus*; Charlene Selbee, *Fillmore County Journal*.

CONSENT AGENDA: Member Fitzpatrick moved to approve the consent agenda. Member Rykhus 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 April 11, 2022 regular City Council meeting
- b. Approve minutes from April 18, 2022 special City Council meeting

PUBLIC COMMENT: None.

PUBLIC WORKS/ZONING DIRECTOR:

a. Updates

i. Battle in Bluff Country Omnium: Public Works/Zoning Director Klug reported that the bike race is Saturday, April 30, 2022 and Sunday, May 1, 2022. Residents near the city portion of the bike race all received letters in regards to times, street closures, and access to properties. The street department will give Chase Wark and his group barricades and we will help hang signs for them. Wark and his group will take care of traffic control.

ii. Construction of Well House No. 8: Klug reported that water lines were being dug at the new well house. A few houses in the area had water turned off for a short time. There will likely be a change order in the next few weeks due to a delay in electrical components.

iii. Shade Trees: Klug reported that the shade trees are delayed. Klug has a call into the company to discuss the anticipated delivery date.

iii. HVAC upgrades at the City Auditorium: Klug reported that the pre-walk through for the HVAC upgrades at the City Auditorium would be that week. The bid opening will then be on May 3, 2022.

INTERIM CITY CLERK/ADMINISTRATOR:

a. Updates

i. Proposed Richards Sanitation contract: Interim Clerk/Administrator Mann reported that she, Mayor Schroeder, and Public Works/Zoning Director Klug had a meeting with Richards Sanitation to discuss concerns they had with the contract.

ii. Summer baseball and softball coaches meeting: Mann reported that she and summer baseball and softball manager Dan Tweten met with the coaches the prior week. We have 11 teams for the summer and a volunteer coach for each team. Registration is due to the Seven Rivers Athletic Association by April 27, 2022.

iii. Swimming Lesson Sign Up: Mann reported that swimming lesson sign up is set for Saturday, May 21, 2022 from 9:00-12:00 p.m. and also on Wednesday, May 25, 2022 from 5:00-7:30 p.m.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

a. Local Board of Appeal and Equalization Meeting: At 6:02 p.m. Mayor Schroeder opened the Local Board of Appeal and Equalization meeting. Joe Olson and Lee Langager were present from the Houston County Assessor's Office. Olson provided the following information on valuations for taxes payable in 2022.

Estimated market value:	\$183,017,900
Taxable market value:	\$160,156,000
Tax capacity:	\$1,804,021
Tax capacity rate:	58.825

Olson reported that the County Assessor's Office had to raise Caledonia's residential valuations for taxes payable in 2022 on average a minimum of 20%. The estimated market value to sales price had a median of 78.59% and to comply with the state the percentage must be 90-105%. Due to this, the estimated market values needed to be adjusted.

Olson received two appeals at the County Assessor's Office that needed council review:

i) 110 East Jefferson Street, Parcel ID 21.1027.000, Owner: Josh Gran

Olson reported that Gran had contacted the assessor's office and Olson went to the home for a visit. The home had walls tore apart, counters missing, water in the basement at some point and then also found a few errors in regards to square footage in garage/basement. It was Olson's recommendation that the City lower the value from \$197,300 to \$180,300 due to the shape that the house is in. Member Klug moved to approve a decrease in the value of the property at 110 East Jefferson Street, Parcel ID 21.1027.000 to \$180,300. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

ii) 216 South Winnebago Street, Parcel ID 21.0455.000, Owner: Gran Properties LLC

Olson reported that Gran Properties LLC had contacted the assessor's office in regards to this rental home. Olson has not been out to look at the property. It was

Olson's recommendation that the City leave the value as is. Olson will schedule a time to view the home and then Gran Properties can appeal with the Houston County Board of Appeal and Equalization. Member Klug moved to approve no change in the value of the property at 216 South Winnebago Street, Parcel ID 21.0455.000. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

ii) 916 Courtney Drive, Parcel ID 21.1259.000, Owner: Casey Klug

Casey Klug was present at the meeting to discuss his home valuation. Klug had been to the assessor's office and had Luke Onstad, Houston County Assessor visit the home. Olson had not been to the home so could not speak on the matter. Onstad had revalued the home from \$415,000 to \$396,000 due to some differences caught when they went back out to the home. Klug discussed comparable homes in the neighborhood and the fact that the home is slab on grade with no basement. Klug feels the home would not sell at the new value and also unsure if Onstad had actually made other deductions for interior finishes. Member Rykhkus moved to approve a decrease in the value of property at 916 Courtney Drive, Parcel ID 21.1259.000 to \$370,000. Member Fitzpatrick seconded the motion. The motion passed 4-1, with Member Klug voting against the motion.

b. Consideration to change the compensation offer to the applicant for the city clerk/administrator position from Step 1 to Step 2 of Pay Grade 12: Interim clerk/administrator Mann offered the position of clerk/administrator to Jake Dickson at Step 1 of Pay Grade 12 per Council approval at the April 18, 2022 meeting. Dickson is asking to be started at Step 2. Dickson does not pay a health insurance premium now and this will be an additional expense. Dickson also is coming in with 4-5 years relevant experience. Member Klug moved to approve the increase in the compensation offer from Step 1 to Step 2 of Pay Grade 12, which is a salary of \$75,712, to Jake Dickson for the city clerk/administrator position. Member Ninneman seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Consideration of employment agreement for the new city clerk/administrator: Mann discussed that the City did not have an employment agreement for the city clerk/administrator position in the past. Mann spoke with Kennedy and Graven and they highly recommended having an agreement for this position that outlines all the terms of employment. Member Ninneman moved to approve the employment agreement for the new city clerk/administrator position. Member Rykhkus seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Overtime Report: Members reviewed the overtime report for the pay period April 4, 2022 – April 17, 2022. No further action was taken by the Council.

ANNOUNCEMENTS:

a. The next regular City Council meeting is scheduled for Monday, May 9, 2022 at 6:00 p.m. Andrew Forliti of Smith Schafer and Associates will be at the meeting to present the City's 2021 audit and to provide a financial summary for 2021.

b. Spring cleanup is scheduled to start on Monday, April 25, 2022 and end on Monday, May 2, 2022.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Klug, seconded by Member Rykhus. All members present voted in favor of the motion, and the motion was declared carried to adjourn at 7:37 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
City Administrator/Clerk