

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, May 23, 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: Craig Moorhead, *Caledonia Argus*; Charlene Selbee, *Fillmore County Journal*; Matt Mohs, Bolten & Menk; Brian Pogodzinski, Houston County Engineer; Bob Burns, Houston County Commissioner; Carol Hood.

CONSENT AGENDA: Member Rykhus moved to approve the consent agenda. Member Fitzpatrick 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 May 9, 2022 regular City Council meeting
- b. Approve Payment Application No. 7 from Wapasha Construction Co., Inc. in amount of \$100,136.71 for work performed on construction of Well House No. 8
- c. Approve hiring Owen Denstad as a lifeguard for Caledonia Aquatic Center for the 2022 summer season at a wage of \$10.75/hr.
- d. Approve hiring Grace Privet as a lifeguard for Caledonia Aquatic Center for the 2022 summer season at a wage of \$12.25/hr.
- e. Approve hiring Storm Davis as part-time firefighter for Caledonia Fire Department
- f. Approve hiring Gabe Morey as part-time firefighter for Caledonia Fire Department
- g. Approve application from American Legion Post 191 for one-day temporary on-sale liquor license to sell liquor at Veteran’s Memorial Park baseball field on June 24, 2022

PUBLIC COMMENT: None.

PUBLIC WORKS/ZONING DIRECTOR:

- a. Updates
 - i. Shade Trees: Public Works/Zoning Director Klug reported that the shade trees are here and all have been delivered.
 - ii. Construction of Well House No. 8: Klug reported that the generator pad was poured, painters were finishing up, and the landscaping was being worked on. A change order for an extension is being worked on and hopefully presented at the next meeting.

iii. Swimming Pool: Klug reported that Ricchio finished all warranty work and the pool was being filled for the opening on June 1st.

iii. Ballpark Improvements: Klug reported that the street and electric department staff has spent a lot of time on improvements and repairs at the ballpark. The staff did a great job redoing the fields, pouring concrete in the dugouts, laying sod, fixing fences, and updating bathrooms.

INTERIM CITY CLERK/ADMINISTRATOR

b. Updates

i. Special Primary Election: Interim Clerk/Administrator Mann reported that the special primary election was being held Tuesday, May 24, 2022. Shelly Ellingson, Assistant to the City Clerk/Administrator, has done a great job handling all the planning and scheduling for the election.

ii. Swimming lesson sign up: Mann reported that the first sign up day for swimming lessons was Saturday, May 21, 2022. Sign up was very busy with the sale of lessons and season passes.

UNFINISHED BUSINESS:

a. Approval of assessment policy for City Caledonia: Matt Mohs, Bolten and Menk, was present to discuss the new assessment policy for the City. Casey Klug, Public Works/Zoning Director, Interim Clerk/Administrator Mann, and Mohs met and compared assessment policies from various cities and also used the League of MN Cities for help. The cities of Spring Valley and Hayfield were used as templates with various additions from other policies of southeastern Minnesota cities. A policy was created to fit the needs of the City of Caledonia and yet very comparable to other cities in the area. Mohs discussed the distribution of assessments but more specifically the corner lots for residential versus non-residential properties. The main highlights of the policy include a maximum term of 15 years, an interest rate of one point higher than the bond net effective rate, and a distribution of cost for reconstruction of 75% City and 25% property owner. Member Ninneman discussed in Section L that reconstruction is defined as an "entire block". Mohs and other members agreed that taking that part out and not defining a distance of reconstruction would leave that to the council's discretion. Member Klug moved to approve the assessment policy for the City of Caledonia with the one change to Section L to delete the wording in the first sentence "an entire block or greater" and not define the area of reconstruction. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Approve revised agreement with Richard's Sanitation for residential solid waste collection services: Interim Clerk/Administrator Mann reported that in April, Mayor Schroeder, Klug, and herself met with Richard's Sanitation to discuss some of the issues that they still had with the revised contract approved at the March 28, 2022 meeting. As a group, we went through the contract page by page to discuss discrepancies between the parties. Different sections were updated and some wording changed to satisfy Richard's Sanitation and city staff. After minor changes were made, all parties agreed to the 10 year contract with an updated monthly service fee of \$15.83. Member Fitzpatrick moved to approve the revised agreement with Richard's Sanitation for residential solid waste collection services. Member Rykhus seconded the motion. All members voted in favor of the motion, and the motion passed.

c. Discussion re Green Acres Drive sealcoating: Interim Clerk/Administrator Mann asked the council if they would like to make a decision or have more discussion on sealcoating Green Acres Drive. Matt Schuldt, a property owner in Green Acres, was present at the prior meeting to discuss the improvements made to Green Acres Drive in 2021 and whether the City was going to sealcoat the road this summer. Public Works/Zoning Director Klug explained that the City had spent additional money to replace the class 5 rock with recycled asphalt which helped strengthen the road and the normal process would be to sealcoat in 3-5 years. The council by consensus agreed they would not sealcoat the 320 feet of Green Acres Drive this year.

NEW BUSINESS:

a. Approve revised Task Order Agreement No. 002 Revised with Bolten and Menk for engineering design and bidding services for the S. Marshall St. and E. Grove St. reconstruction project: Matt Mohs, Bolten and Menk, presented a new quote for the engineering services for the S. Marshall St. and E. Grove St. project that includes the cost for the special assessment process. This process is an additional cost of \$14,000. Member Klug moved to approve the revised Task Order Agreement No. 002 Revised with Bolten and Menk for S. Marshall St. and E. Grove St. reconstruction project at a cost of \$109,675. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of Houston County encroachment agreement on East Washington Street and new parking lot design: Public Works/Zoning Director Klug presented an encroachment agreement being requested from Houston County to encroach 5 feet into East Washington Street by the Houston County courthouse. Houston County engineer, Brian Pogodzinski was present along with Houston County Commissioner, Bob Burns to discuss the plans. Houston County would like to close the entrance into the parking lot on the west side of the building and have the street still be two way but with parking only on the north side of Washington Street. This will gain seven parking spaces in the parking lot. Houston County also is redesigning the parking lot with the additional space. The County will be paying for costs associated with the new design such as the new curb/gutter, storm drains, and moving the light pole by the building entrance. Member Klug moved to approve the encroachment agreement of 5 feet on the block of Washington Street from the courthouse to South Kingston and Houston County will cover all costs except for any paving. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed. Mayor Schroeder moved to approve the parking lot design and Houston County paying for the new curb/gutter, storm drains, and moving the light pole by the building entrance. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Consideration of recommendation from the Personnel Committee to hire Dan Muenkel as custodian at step 4 of pay grade 2 (i.e. wage of \$18.69/hr.) and to give him credit for one year of service for purposes of determining vacation leave accrual: Mann reported that members of the personnel committee, Klug, and Mann interviewed two candidates for the custodian position. Based on the interviews and the candidates overall application, the committee is recommending to offer Dan Muenkel the position. Member Fitzpatrick moved to approve the hiring of Dan Muenkel as custodian at step 4 pay grade 2 at a wage of \$18.69 hour. Member Ninneman seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of Councilman Brad Rykhus to attend the League of MN Cities Annual Conference in Duluth, MN, June 22-24, 2022: Councilman Rykhus was looking to attend the League of MN Cities Annual Conference in Duluth, MN. The cost of the conference would be

the registration fee, two nights of hotel, and mileage. Mann has a very small budget for training in the Council budget. This conference would put those line items over budget. Member Rykhus said he will withdraw his request.

- e. Overtime Report: Members reviewed the overtime report for the pay period May 2, 2022 – May 15, 2022. No further action was taken by the Council.

ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for Monday, June 13, 2022, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fitzpatrick, seconded by Member Rykhus. All members present voted in favor of the motion, and the motion was declared carried to adjourn at 7:54 p.m.

DeWayne “Tank” Schroeder
Mayor

Stephanie Mann
Interim Clerk/Administrator