

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, July 25, 2016

CALL TO ORDER: Following due call and notice thereof, Mayor Joshua 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 Gran, Robert Burns, Paul Fisch, Robert Lemke, and DeWayne Schroeder. City staff present: Stephanie Mann, accountant; Adam Swann, clerk-administrator. Visitor(s) present: Ann Ranzenberger.

AGENDA: Member Burns moved to approve the agenda. The motion was seconded by Member Fisch. All members present voted in favor to approve the agenda, and the motion passed.

CONSENT AGENDA: Mayor Gran added one item to the consent agenda: a soft drink license for the Houston County 4-H Federation. Member Fisch moved to approve the consent agenda as amended by Mayor Gran, and Member Schroeder seconded the motion. All members present voted in favor to approve the consent agenda, and the motion passed. The consent agenda, as amended, comprised the following items:

- a. Approval of minutes for July 11, 2016 regular meeting
- b. Approval of Virginia Albert as Precinct 2 election judge and Vicki Cavanaugh as Precinct 1 election judge for Aug. 9 primary election
- c. Approval of School Crossing Agreement between the City of Caledonia and ISD No. 299
- d. Authorization for Allison Wagner to attend 2016 Bureau of Criminal Apprehension Conference
- e. Authorization to pay Maria Drenckhahn, Nate Pearson, and Jordyn Krause EMT rate
- f. Approval of destruction orders for weeds and grasses
- g. Approval of application from Houston County 4-H Federation for license to sell soft drinks

PUBLIC COMMENT: None.

PRESENTATIONS: None.

CITY ACCOUNTANT: Mann reported that the City's cash and investments for all funds totaled \$4,543,671.54 at the end of June 2016. Mann reported that the proceeds from the general obligation tax abatement bond series 2016A (for the pool) were received on July 12, 2016. Mann reported that the City had received its first payment of local government aid in the amount of \$479,888.50. Mann reviewed the City's debt payments, including the future payments on the pool bond. Mann reviewed the City's balance sheet and budget/actuals.

CLERK-ADMINISTRATOR: Swann updated Council on the budget for street repairs and tree removal, preparations for the 2017 budget, and the search for the full-time ambulance director.

NEW BUSINESS:

a. Parking on Highway 44/76 near 608 Esch Drive: Council discussed whether the City should ask the Minnesota Department of Transportation to post "no parking" signs on Highway 44/76 near the new KwikTrip gas station. No further action was taken by the Council.

- b. Request to close section of E. Madison St. on Aug. 27, 2016: By consensus Council approved a request to close E. Madison St. (from S. Marshall to S. Pine St.) on Aug. 27, 2016 from 8 a.m. to 8 p.m. so that the neighborhood could host a block party.
- c. Recommendation from Caledonia EDA to approve loan for renovation of 126 W. Main St. for Mell Chiropractic: Member Burns reported to Council that the Caledonia Economic Development Authority had reviewed an application from Stephanie and Geoffrey Mell for a \$25,500 loan from the Caledonia Intermediary Revolving Loan Program for the purchase and renovation of the property located at 126 W. Main St. Member Burns reported that the EDA had voted to recommend approval of a loan of up to \$9,000 because the Houston County EDA had approved a loan for about \$16,500 of the \$25,500 requested. Member Burns moved that the Council approve a loan from the revolving fund in the amount of up to \$9,000 to Stephanie and Geoffrey Mell for the purchase and renovation of the property located at 126 W. Main St, in support of Mell Chiropractic's relocation. The motion was seconded by Member Schroeder. Members Burns, Fisch, Lemke, and Schroeder voted in favor of the motion. Mayor Gran voted against the motion. The motion passed 4-1.
- d. Authorization to contract with Municipal Code Corporation to provide City Code services: Council discussed whether the City should contract with Municipal Code Corporation to publish the City Code online and supplement the Code with future ordinances and Code revisions. The fee would be \$395 annually—with the first year free—to post the Code online, and the fee would be \$19 per page to supplement the Code. Member Fisch moved to approve contracting with Municipal Code Corporation for City Code services. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.
- e. Pool change orders: Council reviewed a proposed \$12,500 change order with Neuman Pools for a feature pump for the pool. Swann reported that Council had already provided authorization for a \$7,500 change order when Council initially approved the pool project, but the \$7,500 approved by Council was based on an estimate provided by a bidder other than Neuman Pools. Member Burns moved to approve the \$12,500 change order on the supposition that Council had already approved the pump for \$7,500, so the net increase was \$5,000 rather than \$12,500. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.
- f. Performance evaluation of clerk-administrator: At 7:35 p.m. Mayor Gran closed the meeting, pursuant to Minn. Stat. §13D.05, subd. 3(a), for purposes of reviewing the sixth-month performance of Clerk-Administrator Adam Swann. At approximately 8:20 p.m. Mayor Gran reopened the meeting and reported that the Council had discussed Swann's performance since January 19, 2016 and thought Swann was doing a good job. Member Fisch made a motion to increase Swann's salary by 2% and authorize him to start accruing vacation leave at the normal rate—in addition to the days awarded at the date of hire. Member Fisch specified that the pay increase and additional vacation leave would take effect August 1, 2016. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.
- g. Overtime report: Council reviewed the overtime report for City employees for the pay period July 4-17, 2016. No further action was taken by Council.

ANNOUNCEMENTS: The next regular meeting will be on Monday, August 22, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Burns, seconded by Member Gran. All members present voted in favor, and the motion was declared carried to adjourn at 8:30 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk-Administrator