

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, July 9, 2018

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

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

ROLL CALL: Council members present: Mayor DeWayne “Tank” Schroeder, Robert Burns, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Kendra Heim, police officer; Casey Klug, public works and zoning director; William Persons, police officer; Adam Swann, clerk-administrator; Kurt Zehnder, police chief. Visitor(s) present: Family and friends of William Persons; Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Lemke moved to approve the consent agenda. Member Vick seconded the motion. All members present voted in favor of the motion, and the consent agenda was approved. The consent agenda comprised the following items:

- a. Approval of minutes from June 25, 2018 regular City Council meeting
- b. Approval of minutes from July 2, 2018 special City Council meeting
- c. Approval to hire Liam Melde as seasonal worker to help with concessions at Caledonia Aquatic Center, at wage of \$9.65/hr.
- d. Approval of contractor’s Application for Payment No. 1 for 2018 E. South St. and S. First St. Public Improvement Project
- e. Approval of Resolution 2018-012: A Resolution Appointing Election Judges for Primary Election on Aug. 14, 2018
- f. Approval of application by American Legion Post 249 to conduct off-site gambling (i.e., bingo) at Houston County Fairgrounds from Aug. 16, 2018 – Aug. 19, 2018

PUBLIC COMMENT: None.

PRESENTATION:

- a. Swearing-in ceremony of new police officer William C. C. Persons:
 - i. Police Chief Kurt Zehnder introduced new Caledonia police officer William C.C. Persons. Mayor DeWayne Schroeder administered the oath for new Caledonia police officers. Officer Persons signed the oath, and Officer Persons’ mother pinned on Officer Persons’ Caledonia Police Department badge.

CLERK-ADMINISTRATOR:

- a. Updates
 - i. Personnel changes: Clerk-Administrator Swann reported that the City was preparing for Assistant to the Clerk-Administrator Allison Wagner’s departure on July 27. The City was preparing for the transition in part by transferring some responsibilities internally to improve efficiencies. The City had also updated the City employment application so that applicants could submit the application electronically. Job announcements for the administrative assistant position and assistant to the clerk-administrator position had been provided to members of IUOE Local

49 on Tuesday, July 3, and were going to be published on the City website and in the *Caledonia Argus* on Tuesday, July 10.

ii. Extended pool hours for Bud Marnach Tournament: Swann reported that the Caledonia Aquatic Center would be open longer on July 28 and July 29 for the Bud Marnach Tournament visitors. The Aquatic Center would be open from 7-10 p.m. in addition to the regular 1-5 p.m. hours on Saturday and Sunday.

PUBLIC WORKS AND ZONING DIRECTOR:

a. Update re 2018 N. Kingston St. Reconstruction Project: Public Works and Zoning Director Casey Klug reported that the project was making good progress now that the weather had been drier. Klug reported that the service lines for the first 2-3 blocks should be connected in a week or two; Klug further reported that rock should be on the road (for those 2-3 blocks) in two weeks once the storm sewer had been installed.

Klug reported that the City was preparing to order the new light poles. Klug asked Council whether they had a color preference. The consensus of the Council was that bronze was fine.

b. Update re 2018 E. South St. and S. First St. Public Improvement Project: Klug reported that contractor Zenke, Inc. had installed the sewer main and laterals on the east end of the street and had started installing sewer main and laterals on the west end of the street. The project was expected to be completed by the end of August (excluding paving).

NEW BUSINESS:

a. Consideration of Change Order No. 4 for 2018 E. South St. and S. First St. Public Improvement Project: Council reviewed proposed change order number four in the amount of \$2,598. The change order would change 12" and 18" storm sewer pipe material from RCP to HDPE to reduce costs and add two 48-inch storm sewer manholes to improve the pipe inlet alignments at First and Second Street Intersections, to support the new storm sewer on E. South St. approved as part of change order number three. Member Fisch moved to approve change order number four. Member Lemke seconded the motion. The motion passed 4-1, with Member Burns voting against the motion.

b. Consideration of Change Order No. 5 for 2018 E. South St. and S. First St. Public Improvement Project: Council reviewed proposed change order number five in the amount of \$8,598. The change order would add two water services, two sewer services, and one water valve and gate on E. South St. Member Vick moved to approve change order number five. Mayor Schroeder seconded the motion. The motion passed 4-1, with Member Burns voting against the motion.

c. Discussion re request from 425 Badger Street, LLC for an easement along western boundary of Veterans Park: Swann reported that legal counsel for 425 Badger Street, LLC had requested the City grant an easement to 425 Badger Street, LLC over the western edge of Veterans Park so that the care and rehab facility could use the road to access the care and rehab property. City had granted a limited 10-year driveway easement to Franciscan Health System, Inc., a prior owner of the property, in 1991. Swann reported that he had inquired as to whether 425 Badger Street, LLC would be interested in dedicating the road to the City or granting the

City an easement in return but the City had not received a response. No action was taken by the Council.

d. Review of salaries for mayor and City Council members in 2019: Council reviewed the salaries for mayors and council members in other cities in the region, including La Crescent, Chatfield, Lewiston, Zumbrota, and Pine Island. Council discussed changing Caledonia's mayor's salary who earned \$3,100, and the council members' salaries who earned \$2,900. The consensus of the Council was that City staff should prepare an ordinance for Council consideration that would increase the mayor's salary to \$4,200 and the council members' salaries to \$3,600 starting in 2019.

e. Review of vacation accrual rate for department directors: Swann reported that Ambulance Director Mike Tornstrom was earning 6.66 vacation hours per month and that Public Works and Zoning Director Casey Klug would also be earning 6.66 vacation hours per month upon his anniversary date on July 24. Swann requested that the Council increase the monthly vacation accrual rate for these two department directors because they were doing an excellent job and their positions required them to work varied schedules. Member Burns moved to create the following vacation accrual policy for all salaried personnel:

<u>Length of Service</u>	<u>Annual Accrual</u>
Less than 1 year	40 hours of vacation at start of employment and 40 hours over first year (10 total days in first year)
Start of Years 2-6	120 hours (15 days)
Start of Years 7-12	160 hours (20 days)
Start of Years 13+	200 hours (25 days)

Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Overtime report: Members reviewed the overtime report for the pay period June 18, 2018 – July 1, 2018. No further action was taken by the Council.

h. Prepaid claims: Members reviewed the prepaid claims for the period June 14, 2018 – July 6, 2018, which totaled \$236,553.86. Member Burns moved to approve the prepaid claims as presented. The motion was seconded by Member Vick. All members present voted in favor of the motion, and the motion passed.

i. Claims payable: Members reviewed the claims payable for July 2018, which totaled \$512,154.59. Member Fisch moved to approve payment of the claims as presented. The motion was seconded by Member Burns. All members present voted in favor of the motion, and the motion passed.

ANNOUNCEMENTS:

a. The next regular Council meeting was scheduled for Monday, July 23, 2018 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 Fisch. All members present voted in favor, and the motion was declared carried to adjourn at 7:43 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator