

SPECIAL MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Wednesday, May 29, 2019

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 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 Schroeder, David Fitzpatrick, Paul Fisch, Brad Rykhus, and Randi Vick. City staff present: Casey Klug, public works and zoning director; Adam Swann, clerk/administrator. Visitor(s) present: Fred Arnold, Houston County commissioner; Robert Burns, Houston County commissioner; Craig Moorhead, *Caledonia Argus*; and Gloria Schroeder.

CONSENT AGENDA: Member Vick 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. Approval of minutes from May 13, 2019 regular City Council meeting
- b. Approve hiring Philip Rettke as part-time police officer for Caledonia Police Department
- c. Approve hiring Brady Augedahl as summer peewee and teeball coach at wage of \$10.50/hr.
- d. Approval of \$250 donation from City General Fund to Caledonia Police Reserves for National Night Out on August 6, 2019

PUBLIC COMMENT:

a. Robert Burns, Houston County commissioner, and Fred Arnold, Houston County commissioner: Houston County Commissioners Robert Burns and Fred Arnold informed the Council that Houston County was going to be applying for an amended conditional use permit for the building at 611 Vista Drive because the County wanted to sell a parking lot on another parcel that had been required for the conditional use permit to use the building at 611 Vista Drive for office space.

CLERK/ADMINISTRATOR:

a. Updates:

i. Proposed Production Well No. 8: Swann reported that the City had submitted its request to the Public Facilities Authority to place proposed Production Well No. 8 on the PFA’s 2020 Intended Use Plan (IUP).

ii. Personnel policy: Swann reported that Administrative Assistant Samantha Hancock had retyped the City’s personnel policy so that the City would have a Word version of the document that could be edited going forward. The City’s only copy had been a PDF. Swann further reported that he had used that Word document to update the personnel policy with the changes approved by the Council since Swann’s first day with the City—i.e., January 19, 2016.

iii. Street decorations: Swann thanked Electric Line Foreman Matt Blocker and Electric Line Worker Nate Becker for decorating the street lights with the flowers, flags, and banners in conjunction with input from Street Scapes/Caledonia Green.

iv. Ambulance calls: Swann reported that the Ambulance Department had received 54 more calls from Jan. – April 2019 than the department had received in 2018. Of the 54 calls, 48 of them had been transports.

v. Letter from Peggy Eggert: Swann reported that the City had contacted City Engineer Matt Mohs for possible solutions to the City's drainage area on Peggy Eggert's property on N. Sunnyside Drive. Swann further reported that City Public Works personnel would be mowing and maintaining the drainage area going forward.

vi. Design solutions from Burbach Aquatics, Inc.: Swann reported that Burbach Aquatics had provided three design solutions for addressing the rust on the pool gutters at the Caledonia Aquatic Center. Swann further reported that he was waiting for the League of Minnesota Cities Insurance Trust to provide feedback regarding the three options.

NEW BUSINESS:

a. Public hearing re application by John and Gloria Schroeder for setback variance of 6 feet to construct 12' x 14' addition 24 feet from west property line at 117 N. 1st St. (parcel ID 210338000): At 6:18 p.m. Member Fisch moved to adjourn the regular City Council meeting to hold a public hearing on an application by John and Gloria Schroeder for a setback variance of 6 feet to construct a 12' x 14' addition 24 feet from the west property line at 117 N. 1st Street. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed. The public hearing was convened at 6:18 p.m. Public Works and Zoning Director Casey Klug reported that the applicants were requesting a 6-foot setback variance to construct a handicap-accessible bathroom on the back side of the house at 117 N. 1st Street. Klug reported that the bathroom was necessary because one of the applicants was having health problems. Klug further reported that constructing the 12' x 14' addition was the minimum size needed for the bathroom, and the addition would not cause the property to have impervious surface on more than 55% of the property. Klug and Swann reported that they hadn't received any concerns or feedback from the neighboring property owners. At 6:21 p.m. Member Rykhus moved to adjourn the public hearing and to reconvene the regular City Council meeting. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed. The regular City Council meeting was reconvened at 6:21 p.m.

b. Consideration of application by John and Gloria Schroeder for setback variance of 6 feet to construct 12' x 14' addition 24 feet from west property line at 117 N. 1st St. (parcel ID 210338000): Mayor Schroeder moved to grant a 6-foot setback variance from the west property line at 117 N. 1st St. for the purposes of constructing the requested 12' x 14' addition. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Consideration of quotes from Dunn Blacktop to pave 1505 linear feet of W. Washington St. and Old Highway Dr. for cost of \$77,929.95 or 2705 linear feet of W. Washington St. and Old Highway Dr. for cost of \$135,318.90: Council reviewed and discussed quotes from Dunn Blacktop to pave 1505 linear feet of W. Washington St. and Old Highway Dr. for cost of \$77,929.95 or 2705 linear feet of W. Washington St. and Old Highway Dr. for cost of \$135,318.90. Council reviewed options for paying for the cost of this additional paving. These options included using \$150,936.12 from the following sources:

- 1) \$39,000 budgeted for a new tennis court
- 2) \$15,000 budgeted for repair of W. Washington St. sidewalk
- 3) \$15,000 budgeted for a contribution to the County State Aid Highway 3 repaving project
- 4) \$3,000 budgeted for installing tile/landscape at Municipal Auditorium
- 5) \$7,000 in possible excess street materials budget
- 6) \$71,936.12 in anticipated savings from the N. Kingston St. Reconstruction Project

Member Fisch noted that the Minnesota State Legislature had recently voted to increase Local Government Aid for the state's fiscal year 2020, which started July 1, 2019, so the City would be

receiving additional funding the second half of 2019. Member Fisch further noted that the City's LGA was expected to increase by approximately \$44,000.

Mayor Schroeder moved to approve the quote from Dunn Blacktop to mill and pave 2705 linear feet of W. Washington St. and Old Highway Dr. for cost of \$135,318.90. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of proposed Resolution 2019-006: Resolution Amending the Boundaries of Tax Increment Financing District No. 2-2: Member Fisch moved to approve proposed Resolution 2019-006, a resolution amending the boundaries of Tax Increment Financing District No. 2-2. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Consideration of proposed revision to personnel policy re maximum vacation leave balance for non-union employees: Swann reported that he had met with Mayor Schroeder and Member Fisch of the personnel committee to discuss the maximum vacation leave balance that was allowed for non-union employees. The personnel policy set the maximum vacation leave balance for non-union employees at the amount of vacation leave that an employee could accrue for a year. The collective bargaining agreement with Local 49 stated that employees could accrue up to 200 hours if hired after Jan. 1, 2014 and up to two times their annual accrual rate if hired before Jan. 1, 2014. Member Fisch moved to change the personnel policy to allow non-union employees to have a maximum vacation leave balance equal to two times their annual accrual rate (as of the employee's anniversary date). Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Overtime report: Members reviewed the overtime report for the pay period May 6, 2019 – May 19, 2019. Members expressed appreciation for the additional detail Dorothy Ranzenberger, payroll/accounts payable clerk, provided on the report. No further action was taken by the Council.

ANNOUNCEMENTS:

- a. The Caledonia Aquatic Center was scheduled to open on Tuesday, June 4, 2019 at 6:00 p.m.
- b. The next regular City Council meeting was scheduled for Monday, June 10, 2019, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Rykhus, seconded by Member Fitzpatrick. All members present voted in favor, and the motion was declared carried to adjourn at 7:01 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk/Administrator