

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 27, 2015

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

ROLL CALL: Members present: Mayor Joshua Gran, Council Members: DeWayne Schroeder, Bob Lemke, and Paul Fisch. Member Robert Burns was absent. City Staff Present: Administrative Coordinator Mike Gerardy, City Electrician Matt Blocker, City Clerk/Administrator: Ted Schoonover, Guests: County Assessor Tom Dybing, City Assessor Cindy Creswell, Jack Houser, Francis Myhre, Randy Mell, Emily Johnson, Carol Nelson and Hanz Zeitlow.

AGENDA: Motion by Member Lemke, second by Member Schroeder to approve the agenda as amended. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Mayor Gran, second by Member Lemke to approve the consent agenda, which consisted of the regular meeting minutes from April 13, 2015. All members voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

HOUSTON COUNTY EQUALIZATION AND APPEAL MEETING: at 6:05 p.m. County Assessor Tom Dybing and Cindy Creswell presented the City Council and guests present with the packet of equalization and appeal for the City of Caledonia. They gave a brief presentation on what the process was for a property owner to appeal the assessed value of the property and how the tax system operates. Dybing stated that recently a study was done in all 50 states and Minnesota has 51 different classifications and the second highest was South Dakota with 11. Assessor Creswell also mentioned that she in the process of reappraising all properties within the City as it is mandated by the state to reassess them every five years. She hopes to have them complete over the next two years. With no further questions or no appeals they adjourned the meeting at 6:42 p.m.

ADMINISTRATIVE COORDINATOR: At 6:43 p.m. Mayor Gran closed the regular meeting and opened a public hearing to discuss 2 CUP's requests and 5 variances for the new Kwik Trip store. Hanz Zeitlow was present representing Kwik Trip and briefed the council on their intentions and presented them with an overlay of the project. The variances needed are minimal which include a 27' setback from the East side of the property for the building, a 32' setback from the East side for the fueling canopy, a 24' setback from the South side line for the fueling canopy, a 110' setback from the East side for the pedestal sign and a 110' setback from the North side for the pedestal sign. They also will require two Conditional Use Permits (CUP). One to allow petroleum storage and the second for selling gasoline & diesel products in conjunction with other retail sales. Mayor Gran asked when the project would be started? Mr. Zeitlow stated that as soon as the property is closed on a construction will be on site to demolish the structure and is hoping to close mid May. Member Fisch asked when construction would begin. Mr. Zeitlow stated that it is dependent on a store in Rochester and it's progress but had hopes of starting it this fall but at the very latest it would be in the spring of 2016.

At 6:51 Mayor Gran closed the public hearing and reopened the regular meeting. Motion by Mayor Gran, second by Member Schroeder to approve the five variances discussed in the public hearing and the two Conditional Use Permits (CUP) as presented. Roll call of votes: Yes: Mayor Gran, Members Fisch and Schroeder. No: None. Abstain: Member Lemke. The motion was declared carried.

Administrative Coordinator Mike Gerardy presented the council with a zoning permit for 115 Bissen St. The property owner is requesting to build two retaining walls and a concrete pad. Mr. Gerardy only has the authority to approve permits in the Residential and Commercial districts not in the Industrial district. There are no variances or other requirements needed and they all meet the requirements of the zoning district and codes. One wall attached to the Southeast corner of the building would be no higher than 8' and no longer than 30' in length. The second wall sits approximately 10' – 15' North of the first wall and shall not exceed 4' in height and 8' in length. The concrete slab sits on the East side of the building and shall be no longer than 12' and no wider than 8'. Gerardy stated that he recommends approval. Motion by Member Fisch, second by Mayor Gran to approve the permit as presented. All members present voted in favor and the motion was declared carried.

Gerardy then stated that he has received several calls from the U.S. Postal Service in regards to residents that are not properly numbered. In accordance with Ordinance 150.02 (b) states that numbers need to be a minimum of 4 ½ inches in height and shall be an contrasting color, other than the color of the structure and be readable from the street in both daylight and darkness, using artificial light. Further requirements state the numbers be posted

within 3'; of the front door, over the door, on either side or on proximate pillars or posts near the front door, or on an address sign or monument located on the driveway approach to the street, within 5' off the left or right side of the driveway and 12' – 15' back from the back curb. Further information can be obtained by contacting City Hall on the proper placement of numbers. No action taken.

Gerardy then stated that he also has received calls from residents and the Postal Service about pet owners not picking up after their pets while exercising them on the streets, sidewalks and boulevards'. He further mentioned that Ordinance 92.47 specifically states that owners are responsible for removal of all fecal material and are required to have the equipment suitable for the sanitary pick up and removal of such material while walking or exercising their pets. Again further information can be obtained by calling City Hall. No action taken.

Gerardy then stated that the company where we purchase our meters informed him that the meters that were discussed at the April 13, 2015 meeting with Norman Snodgrass would be worth between \$70-75 per meter. It was then determined that the exchange would be an even trade and further purchase would be required for Mr. Snodgrass and no refund given by the City of Caledonia. This was the general consensus of the council and no official action was taken.

Gerardy then mentioned that WWTP Operator Dan Boesen has been looking for some used equipment for the decantor system and has yet to find them. We are currently operating without a spare and should the one we have break down we could have a very serious issue. He has received a quote for new equipment if needed. Motion by Member Schroeder, second by Member Lemke to authorize Boesen to purchase the new equipment for \$3,160.71 if used equipment can't be located within a very short time period. All members present voted in favor and the motion was declared carried.

City Electrician Matt Blocker was present and is requesting to purchase two hand held data collectors (readers) for the water and electrical departments. We currently have two that are operational but they are no longer being supported by the company where they were purchased from and if these should go down like the other two that just broke then we will be back to reading meters by hand and taking 4 individuals a week to do what we now can do in one half of a day. The software and maintenance packages are required to be purchased to upgrade our system. Motion by Member Fisch, second by Member Lemke to purchase two handheld readers for \$5,250.00 each, 2 Itron Annual maintenance for the meters \$475.00 each and the software needed to operate the meters for \$840.00. All members present voted in favor and the motion was declared carried.

Blocker also mentioned that he was approached by the Caledonia Community Celebrations Committee about getting electricity for the celebration on June 20, 2015. He approached all four local electricians as he can't legally work below the meter. He did get one extremely generous quote from Becker and Stemper in the amount of \$375.00, they will be absorbing approximately \$2500.00 in costs but feel it's a donation to the event. Schoonover stated that the Chamber of Commerce has agreed to pay for those costs but would like to ask the city to donate the electricity for the event as well. Blocker estimates that cost to be less than \$500.00. Schoonover also mentioned that the organization would also like permission to setup a 30' x 30' foot tent on Marshall St. They will ensure that locates are completed and the holes will be patched when done. Motion by Member Fisch, second by Member Schroeder to donate the needed electricity to the event on June 30, 2015 and to allow for a tent to be erected on Marshall St. All members present voted in favor and the motion was declared carried.

NEW BUSINESS: Clerk-Administrator Schoonover presented the counter offer for the property located at 119 S. Kingston. There counter offer was for \$37,000, which is \$10,000 above our original offer. Mr. Hauser was present and commented that businesses are leaving the downtown area and he feels that a parking area would be greatly appreciated and used in that area and it may bring more businesses to the downtown area. The council discussed how this process has started and feel that because this was originally started with the EDA it needs to be redirected to them for consideration. Mr. Hauser was informed that the next EDA meeting would be on May 16, 2015 and he should attend. No further action was taken.

Schoonover presented the council with a gambling permit for Camp Winnebago for the activities on June 20, 2015. Motion by Member Fisch, second by Lemke to approve the permit. All members present voted in favor and the motion was declared carried.

Member Fisch stated that we had received a total of 29 application for the Secretary position and that all of them were highly trained and experienced, but we had to narrow it down to the top eight. We did interview all eight and decided to conduct follow on interviews with four of them. All four applicants were qualified and could have performed the job but we did narrow it down to one applicant and I would like to make the motion to hire Allison Wagner for the City Hall/Police Department Secretary Position starting May 11, 2015 at \$14.30 per hour, second by Member Lemke. All members present voted in favor and the motion was declared carried.

Member Fisch then stated that we also held interviews for the positions of Pool Manager, Assistant Manager and Lifeguards. Motion by Member Fisch to hire Katie Schieber as the Pool Manager, Laura Jergensen as the Assistant Manager and lifeguard Eric Meyer. All members present voted in favor and the motion was declared carried.

Motion by Mayor Gran to approve one 4 day liquor license for the County Fair and a one day liquor license for the County Fair over the period of August 19-23, 2015 second by Member Schroeder. All members present voted in favor and the motion was declared carried.

Randy Mell was present and wanted to inform the City Council that he is now the primary contact for Caledonia Green, Ruth will still be involved but he will do the planning and watering of plants. They currently have around \$2,000 in their account and will be planting flowers in the normal locations. He also wanted to thank the city for maintaining the check book and accounting procedures and for getting their 501© 3 status back in an active state. He also mention that he is working with Charles Ellingson and have plans to place some planters on his parking area as a trial run, he is hoping other businesses will like what they see and want to do something similar. He also mentioned that Caledonia Green is collaborating with Street Scrapes to improve the overall ascetics of the city. The council also wanted to thank Randy for his efforts and for volunteering for those duties. No action taken.

Mayor Gran started the discussion in regards to the Swimming Pool, he stated that the public meeting went well but was not lacking in attendance, approximately 22 people were present and much of the same discussed. He did state that he informed them of the several funding options but was not sure how the council would want to proceed. A lengthy discussion ensued over types and methods of funding the project. After about 25 minutes and no consensus of how to proceed or how to fund it Member Fisch made the motion to Adopt Resolution 2015-004 Relating to the issuance of bonds to finance improvements to the Municipal Swimming Pool and calling for a Special Election thereon. Second by Member Lemke. Roll call of votes: Yes: Members Fisch, Lemke and Schroeder. No: Mayor Gran. Motion was declared carried.

Employee overtime reports were reviewed with no action taken.

The next regular meeting will be on Monday, May 11, 2015, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Member Schroeder, second by Member Lemke. All voted in favor and the motion was declared carried to adjourn at 8:50 p.m.

Joshua D. Gran
Mayor

Ted A. Schoonover
Clerk-Administrator