

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL  
COUNCIL CHAMBERS, CITY HALL  
CALEDONIA, MINNESOTA  
Monday, September 13, 2021

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 at 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, Member David Fitzpatrick, Member Amanda Ninneman, and Member Brad Rykhus. Council member(s) absent: Member Robert “Bob” Klug. City staff present: Casey Klug, public works/zoning director; Stephanie Mann, finance officer; Adam Swann, city clerk/administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; Charlene Selbee, *Fillmore County Journal*.

CONSENT AGENDA: Member Rykhus moved to approve the consent agenda. Member Ninneman 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 August 23, 2021 regular City Council meeting
- b. Approve proposal from WSB & Associates to provide prevailing wage compliance reporting and American iron and steel compliance reporting as part of Well House No. 8 construction project (at estimated cost of \$6,600)
- c. Approve Mutual Aid Agreement between City of Caledonia Ambulance Service and City of Houston Ambulance Service
- d. Accept August 27, 2021 resignation of Mark Schiltz as assistant ambulance director for Caledonia Ambulance Department, with Mr. Schiltz’s last day of employment on September 17, 2021
- e. Approve hiring Jerry Holter as emergency medical responder (EMR) for Caledonia Ambulance Department
- f. Approve request from Caledonia Volunteer Fire Relief Association to amend bylaws to increase service pension benefit, disability benefits, and survivor/funeral benefits from \$1,200 to \$1,300 per year of service

PUBLIC COMMENT: None.

PUBLIC WORKS/ZONING DIRECTOR:

- a. Updates
  - i. Construction of Well House No. 8: Public Works/Zoning Director Klug reported that fencing had been installed around the location of the new well house, but the project could not start until the steel piping arrived.
  - ii. Construction of new wastewater treatment facility: Klug reported that the project had not started yet because the contractor was having difficulty obtaining steel.

iii. Pool gutter replacement project: Klug reported that contractor Ricchio, Inc. had finished the punch list items, which included repairing the pipe to the drop slide.

iv. Mosquito control report: Klug reported that Joey Writz of Driftless Region Vector Control had recently surveyed the City's mosquitoes and had not found any mosquitoes carrying La Crosse encephalitis or other dangerous diseases.

v. Burial of overhead power lines near Eitzen State Bank: Klug reported that Electric Division employees Matt Blocker and Nate Becker had buried overhead power lines near ESB Bank.

vi. Goats in Sprague Woods: Klug reported that the goats had been removed from Sprague Woods last week.

#### CITY CLERK/ADMINISTRATOR

a. Updates

i. American Rescue Plan Act funds: Swann reported that the City had received its first distribution of American Rescue Plan Act funds in the amount of \$145,657.13.

ii. Farm to Table event: Swann thanked the Farm to Table community group for hosting the Hometown Heroes dinner on Friday night, which he noted was excellent. Mayor Schroeder commented that he enjoyed watching representatives from the Caledonia Police Department, Caledonia Ambulance, Caledonia Fire Department, and the Sheriff's Posse receive donations from the Farm to Table community group.

iii. Groundbreaking ceremony for new wastewater treatment facility: Swann asked the Council members for feedback regarding options for dates for the groundbreaking ceremony for the new wastewater treatment facility. The consensus of the Council was that the ceremony should be held on a Monday of a Council meeting. Swann reported that he would tentatively plan for Monday, September 27.

iv. Meeting with TSP, Inc. re new ambulance station or possible joint ambulance/fire facility: Swann reported that he and Public Works/Zoning Director Klug were going to be meeting with Von Peterson of TSP, Inc. next Monday to discuss the Ambulance Department's and Fire Department's needs and to visit the site of the proposed new station. Swann reported that Von Peterson would then attend a future Council meeting to provide the Council with his findings regarding the feasibility of a joint ambulance/fire station.

v. Arlin Falck Foundation Grant: Swann reported that he had worked with Kari Neumann of the Friends of Sprague Woods to submit an Arlin Falck Foundation Grant application in the amount of \$6,305.67 for signage and benches at Sprague Woods in addition to funding for more goat grazing in 2022.

#### NEW BUSINESS:

a. Consideration of proposed Resolution 2021-13: A Resolution Accepting the Offer of the Minnesota Public Facilities Authority to Purchase a \$1,286,324 General Obligation Water Revenue Note of 2021A, Providing for its Issuance, and Authorizing Execution of a Bond Purchase and Project Loan Agreement: Mayor Schroeder moved to approve proposed

Resolution 2021-13, a resolution accepting the offer of the Minnesota Public Facilities Authority to purchase a \$1,286,324 General Obligation Water Revenue Note of 2021A (with a 20-year payback term and 1% interest rate), providing for its issuance, and authorizing the execution of a bond purchase and project loan agreement. Member Ninneman seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of proposed water rate increases for July 1, 2022 bills: Swann reported that the cash flow sheet the City had submitted as part of its application for PFA funding for construction of Well House No. 8 was based on two water rate increases. The Council had already approved one of these increases (effective July 1, 2021), and so City staff were requesting approval of a second increase on bills issued July 1, 2022. Member Fitzpatrick moved to approve the water rate increases as proposed (and set forth below), and Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

Water Rate Increase for July 2022							
<b>Fixed Charge:</b>							
<b>Meter Size</b>	<b>5/8",3/4"</b>	<b>1"</b>	<b>1-1/4"</b>	<b>1-1/2"</b>	<b>2"</b>	<b>3"</b>	<b>4"</b>
<b>Fixed Monthly Charge</b>	<b>\$18.90</b>	<b>\$37.80</b>	<b>\$56.70</b>	<b>\$75.60</b>	<b>\$132.30</b>	<b>\$302.40</b>	<b>\$529.20</b>
<i>Existing as of July 2021</i>	\$17.30	\$34.60	\$51.90	\$69.20	\$121.10	\$276.80	\$484.40
<i>Increase per month</i>	\$1.60	\$3.20	\$4.80	\$6.40	\$11.20	\$25.60	\$44.80
<b>Variable Volumetric Charge</b>							
	<b>\$ 2.50</b>	per 1000 gals.					
<i>Existing as of July 2021</i>	\$ 2.40	per 1000 gals.					
<i>Increase per month</i>	\$ 0.10	per 1000 gals.					

c. Consideration of recommendation from Ambulance Director Mike Tornstrom to hire Emily Logging as emergency medical responder (EMR) for Caledonia Ambulance Department: No action was taken by the Council.

d. Consideration of recommendation from Personnel Committee to hire Michelle Ellingson as assistant to clerk/administrator at step 2 of pay grade 4 (i.e., wage of \$20.45/hr.) and to give her credit for one year of service for purposes of determining vacation leave accrual: Clerk/Administrator Swann reported that he and the other members of the Personnel Committee (i.e., Mayor Schroeder and Member Klug) as well as Finance Officer Stephanie Mann and Payroll/Accounts Payable Clerk Dorothy Ranzenberger had interviewed two finalists for the assistant to the clerk/administrator position. Swann reported that the interview panel favored hiring Michelle Ellingson because of her extensive administrative experience as well as experience working with grants, websites, and workplace safety measures. The panel also liked her knowledge of the City. Member Fitzpatrick moved to approve hiring Michelle Ellingson as assistant to clerk/administrator at step 2 of pay grade 4 (i.e., wage of \$20.45/hr.) and to give her credit for one year of service for purposes of determining vacation leave accrual. Member

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

e. Review of proposed preliminary General Fund, Fire Fund, and EDA Fund budgets for fiscal year 2022 and preliminary levy for taxes payable in 2022: Finance Officer Stephanie Mann updated the Council on the proposed preliminary General Fund, Fire Fund, and EDA fund budgets for fiscal year 2022 and preliminary levy for taxes payable in 2022. Mann reported that the proposed 2022 General Fund budget totaled \$2,393,365 and included expenditures of \$2,377,960 and net revenues of \$15,405. Mann reported that this budget was based on a 6% levy increase. Mann reported that since the last Council meeting she had added expenditures of \$27,415 to the General Fund budget, most of which were due to \$26,745 in additional Police Department expenses for part-time officer hours. Mann further reported that the budget included a payment in lieu of taxation from the Electric Fund to the General Fund in the amount of \$200,000, and a transfer of \$200,000 from the General Fund to the Capital Improvement Fund for a future road project.

Council reviewed a spreadsheet showing the history of the Police Department's budgeted and actual hours since 2016. Council Mayor Schroeder questioned the need for additional part-time police hours in 2022 and asked whether the Police Department could change their shifts. No action was taken by the Council.

f. Discussion re use of proceeds from Coronavirus Local Fiscal Recovery Fund (i.e., American Rescue Plan Act): Member Ninneman moved to rescind the Council's prior vote on August 9, 2021 to use the City's proceeds of \$291,314.26 from the Coronavirus Local Fiscal Recovery Fund (i.e., American Rescue Plan Act) on the new wastewater treatment facility and to hold them for a future water and sewer project due to the low interest rate the City was receiving on the PFA loan for construction of the new wastewater treatment facility. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Prepaid claims: Council reviewed the prepaid claims for the period August 11, 2021 – September 10, 2021, which totaled \$566,691.53. Member Rykhus moved to approve the prepaid claims as presented. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

h. Claims payable: Council reviewed the claims payable for September 2021, which totaled \$270,029.58. Member Fitzpatrick moved to approve the claims payable as presented. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

i. Overtime Report: Members reviewed the overtime reports for the pay periods August 9 – August 22, 2021 and August 23, 2021 – September 5, 2021. No further action was taken by the Council.

#### ANNOUNCEMENTS:

a. The next regular Council meeting was scheduled for Monday, September 27, 2021, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Ninneman, seconded by Member Fitzpatrick. All members present voted in favor of the motion, and the motion was declared carried to adjourn at 7:30 p.m.

---

DeWayne "Tank" Schroeder  
Mayor

---

Adam G. Swann  
Clerk/Administrator

