

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, September 27, 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 City Auditorium.

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

CONSENT AGENDA: Member Rykhus moved to approve the consent agenda, and 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 September 13, 2021 regular City Council meeting
- b. Approve amending minutes from August 27, 2021 regular City Council meeting, previously adopted on September 13, 2021, to reflect that Member Klug moved to accept the base bid (and alternates 1, 2, and 3) submitted by Wapasha Construction Co. in the amount of \$13,529,400—rather than \$15,680,579—during consideration of project engineer Donohue & Associates’ recommendation to accept Wapasha Construction Co.’s base bid and alternates 1, 2, and 3 for construction of new wastewater treatment facility
- c. Approve sign permit application by Warrior Nutrition, LLC to erect 4’ x 10’ commercial sign at 121 S. Marshall St.

PUBLIC COMMENT: None.

FINANCE OFFICER:

a. Report on cash and investments: Finance Officer Stephanie Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$5,128,914.28 through August 31, 2021, an increase of \$14,843.49 from July 30, 2021. Mann reported that she had transferred the \$145,657.13 in American Rescue Plan Act money from the General Fund to the Capital Improvement Fund in response to the Council’s vote to use the funds on a future water and/or sewer project. Mann reported that there were no changes in the City’s investments.

b. Report on long-term debt: Mann reported that the City had not made any payments on long-term debt in August, but the City had made an interfund loan repayment of \$9,670.50 from the Water Fund to the Sewer Fund.

c. Review of 2021 budget v. actual for General Fund, enterprise funds, and special revenue funds: Mann reported on the 2021 budget v. actual for the General Fund, enterprise funds, and special revenue funds through the end of August. Mann noted that most of the departments were under budget or on budget. Mann reported that there had not been any changes on the capital list except for the City paying a few bills on the new Police Department vehicle. Mann further noted that some of the capital items for the Water Fund and Sewer Fund had changed slightly because of City payments for engineering fees.

PUBLIC WORKS/ZONING DIRECTOR:

a. Updates

i. Jetting of sewer collection system lines: Public Works/Zoning Director Klug reported that RCT Sewer & Vac was in the City jetting the sewer collection system lines.

ii. Construction of pocket park: Klug reported that Public Works staff had finished construction on the new pocket park, recently installing the benches, picnic table, and decorative light pole in the pocket park. Klug also noted that Public Works staff had painted the back of the mural.

iii. Replacement of auditorium boiler: Klug reported that Galileo Consulting Group, LLC was working on obtaining quotes for the new auditorium boiler.

CLERK/ADMINISTRATOR:

a. Updates

i. 2022 Pay Equity: Clerk/Administrator Swann reported that the City had been working with David Drown Associates to prepare for the City's 2022 pay equity report. Swann reported that the good news was that the City's pay and benefits passed all the tests, so there should not be a problem when the City submitted the report in January 2022.

ii. Pocket park ribbon-cutting ceremony: Swann reported that the City would be hosting a ribbon-cutting ceremony for the new downtown pocket park on October 16, 2021 at 2:00 p.m. Swann reported that the mayor would be attending the ceremony and giving some remarks. Swann thanked the Public Works staff for all their help on the project.

iii. Pool gutter replacement project: Swann reported that the City was still waiting for the final pay application from contractor Ricchio, Inc. for the pool gutter replacement project.

UNFINISHED BUSINESS:

a. Discussion re preliminary General Fund, Fire Fund, and EDA Fund budgets for fiscal year 2022 and proposed levy for taxes payable in 2022: Finance Officer Mann reported that she and Clerk/Administrator Swann were presenting a proposed levy increase of 6.5% for 2022, which was slightly higher than the 6.0% discussed at previous Council meetings because Mann and Swann were trying to levy an additional \$4,980 to help cover the cost of increasing standby pay for Ambulance Department EMRs and EMTs. Mann reported that the preliminary General Fund budget as presented to Council included net revenues of \$22,885, which would be added to the City's unassigned fund balance. Mayor Schroeder asked City staff to schedule a meeting in the next month or two with the townships to discuss the Ambulance Department budget and the per capita contribution of \$14. Swann reported that the City's proposed levy for 2022 equaled a per capita levy of 374.06, which was still second-lowest among cities in Houston County and third-lowest among cities in southeast Minnesota. No action was taken by the Council.

NEW BUSINESS:

a. Consideration of proposed Resolution 2021-14: A Resolution Authorizing the Assessment of Properties for Unpaid Utility Charges: Member Klug moved to approve proposed Resolution 2021-14, a resolution authorizing the assessment of the property at 505 N. Badger St. for \$7,416.43 in delinquent City utilities and the property at 425 N. Badger St. for \$22,845.75 in delinquent City utilities. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

- b. Discussion re Capital Improvement Plan for 2022-2026: Council reviewed the preliminary Capital Improvement Plan for 2022-2026. Public Works/Zoning Director Klug recommended to the Council that the CIP should include repairing water and sewer lines as part of Houston County's repaving of S. Winnebago St. in 2025-2026. Klug noted that Houston County would install the sidewalk radiuses if the City installed new sidewalk in areas that did not have it. Public Works/Zoning Director Klug also explained that the Public Works Department needed a soft-shell storage building for storing materials like sand and blacktop because they currently didn't have one. No action was taken by the Council.
- c. Consideration of proposed Resolution 2021-15: A Resolution Adopting Proposed Levy for Taxes Payable in 2022 (6.5% increase): Council reviewed and discussed proposed Resolution 2021-15, a resolution adopting a proposed levy of \$1,061,220 (a 6.5% increase) for taxes payable in 2022. Member Fitzpatrick moved to approve the proposed resolution, and Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.
- d. Discussion re Caledonia library levy and operations: Council discussed the library's hours and staffing due to concerns about the library being closed when residents were coming to City Hall. Member Klug, who served on the Library Board, provided the Council with information about the library's operations, including that the library would be open for four hours on Saturdays starting in mid-October. Member Klug informed the Council that he would obtain additional information in response to the Council's questions. No action was taken by the Council.
- e. Overtime report: Members reviewed the overtime report for the pay period September 6, 2021 – September 19, 2021. No further action was taken by the Council.

ANNOUNCEMENTS:

- a. The next regular City Council meeting was scheduled for Monday, October 11, 2021, at 6:00 p.m.
- b. The ribbon cutting for the downtown pocket park was scheduled for Saturday, October 16, 2021 at 2:00 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 7:33 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk/Administrator

