REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, March 23, 2009

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

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry, Robert Lemke and Tom Murphy. Members absent: None. Consultants and City staff present: Stephanie Mann, Randy Shefelbine, Chad Heuser, Allan Johnson, Jim Stemper, Chuck Gavin, Matt Hoscheit, Mike Gerardy and Robert L. Nelson. Visitors present: Beverly Aasum, Mike Rogich, Dean Foltz, Jennifer Waldenberger, Jay Welscher, Sandy Welscher, Jenny Fitzpatrick, David Fitzpatrick, Jane Hayes, Ardie Krueger Jr., Diane Schulze, Dorothy Breitbach, Alan Breitbach, Roger Pearson, Bruce Kuechmicheal, Karen Hagen, Ronald Hagen, Joann Bjergum, Larry Bjergum, Melissa Vick-Wruck, Tony Vick, Tracy Pearson, Donna Pearson and Charlie Warner, Report.

CONSENT AGENDA: Following brief review, a motion was made by Member Vick, seconded by Member Perry, to approve the Consent Agenda items, listed below. All members voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, March 9, 2009, as presented.

B. CHARITABLE GAMBLING: To approve an Application for Exempt Permit submitted by the Caledonia Rod and Gun Club, for a gambling event to be conducted at Good Times Bar & Pizza, 118 Bissen Street, on March 28, 2009, to include raffles. Further, to approve a waiver of the waiting period.

C. WORKSHOPS

1. WATER / WASTE WATER WORKSHOP: To authorize Member Murphy and Tony Klug to attend a water / waste water workshop to be held at Oronoco on March 24.

2. ANNUAL LMC LOSS CONTROL MEETING: To authorize Council Member Murphy, Bob Nelson, Tony Klug, Mike Gerardy, Stephanie Mann and Randy Shefelbine, to attend the Annual Loss Control Meeting at Rochester on April 21 for a registration fee of $20 per person.

VISITORS AND COMMUNICATIONS

A. MANUFACTURED HOME PARK: Dean Foltz and Mike Rogich were present to describe the manufactured home park that Mr. Rogich has requested to develop along East Grant Street with 8 spaces for manufactured homes. Mr. Foltz said he owned the property for 11 years and spent $16,000 to fill dirt for the intended purpose of constructing homes with walkout basements. Claiming inability to sell the property for new homes because of deteriorated properties and buildings adjacent to this piece; he sold the property to Mike Morey who was unable to sell lots either and ended up selling it back to Mr. Foltz. Mr. Foltz explained that manufactured homes are must better built buildings than the old mobile homes or trailers. There approximately 20 people present from the surrounding neighborhood who had signed a petition containing an even additional names to protest a manufactured home park in the neighborhood. Clerk Nelson informed the visitors that the merits of the manufactured home court would have to be determined by the City Council as they relate to the zoning ordinance and not by the mere endorsement of or opposition to the proposed improvement by community members. Member Perry commented that the proposed layout of a few mobile home sites adjacent to a city street did not meet the expectations of a manufactured home park in the number of sites provided nor the layout of the park with private roadways leading into areas adjacent to the manufactured home lots. She also referred to the performance standards in section 153.272, commenting that many of the required criteria such as overload off-street parking, dead storage area, provisions for screening and landscaping, and plans for a central community building were not included. Mayor Burns commented that he had concerns that the fill, placed to provide landscaping for single family dwellings with walkout basements was not installed in a manner to provide sufficient stability for supporting manufactured homes. He also alluded to the application not containing required data listed in the performance standards. He expressed concern that East Grant Street was insufficiently constructed and designed for development to the degree proposed with 8 additional home sites, taking into consideration vehicular traffic and pedestrian traffic. Following discussion, a motion was made by Member Murphy, seconded by Member Perry, to deny the request for failure to comply with the performance standards required by the city

ordinance. Members voting in favor: Murphy, Perry, Burns and Vick. Opposed: Lemke. The motion was declared carried.

B. ZONING APPLICATION – RON HAGEN: Mr. Hagen explained his new proposal for an addition of an 8' utility room to the residence for the full width of the building, then adding a 30' x 36' garage at the rear of the utility room addition. The proposed additions meet setback requirement from property lines. Following discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to approve the construction of the proposed utility room addition to the dwelling along with an attached 30' x 36' garage, granting a variance of 180 square feet to the maximum size of the garage for this size parcel. Members voting in favor: Burns, Perry, Murphy and Lemke. Opposed: Vick. The motion was declared carried.

C. POLICE OFFICER RESPONSE TIME: At this time the Council continued discussion with Police Officer Chad Heuser concerning his proposal to purchase a home in Houston, MN and asking if the council would be agreeable to his residence in Houston meeting the response criteria stipulated in the police administrative rules and in the police officer labor agreement. Mayor Burns inquired of Police Officer Allan Johnson why he had relocated to Caledonia from Spring Grove. Officer Johnson commented that Mayor Morey and Councilmember Paul Fisch said he needed to move closer, that Spring Grove was not within the 15 minute response time. Member Murphy commented that he was opposed to Officer Heuser's residence in Houston out of concern for the publics' safety. He commented that the criteria for the 15 minute response time was made known to Officer Heuser when he was hired. Member Vick commented that she could understand both sides, agreeing that it may take an officer residing in the City limits of Caledonia more than 15 minutes to respond in adverse weather and other adverse circumstances. Member Lemke stated that other officers could take call time in the event of severe weather. Officer Heuser said if the need arose, he could stay with friends or at the police station in the City of Caledonia when he had call time assigned. Chief Shefelbine commented that when he was a deputy at the Sheriff's Office, sometimes three or four calls would stack up, causing the responding officers to have has much as a 30 minute or greater delay before getting to the last call. Following discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to approve Officer Heuser's request to establish a residence in Houston or Hokah or closer from which he could substantially meet the 15 minute response time most often. Members voting in favor: Burns, Vick and Lemke. Opposed: Murphy and Perry. The motion was declared carried.

D. CITY ACCOUNTANT: Stephanie Mann, Accountant, presented a balance sheet for calendar year 2008. She also distributed copies of a budget worksheet with a history of actual revenues and expenditures for 2006, 2007 & 2008 with the budget for 2008. The report also showed the dollar amount of variance over or under each line item and also a column for the percent of variance. Ms. Mann answered numerous questions on the distribution of charges for costs and services from the general fund to enterprise funds. In addition, Ms. Mann reported the cash and investments as of the end of February, 2009, showing a grand total of $2,756,616.54. She also distributed a listing of long term debt through 2017. The grand total of long term debt at this date is $2,301,038.

E. FIRE DEPARTMENT: Chief Gavin and Second Assistant Chief Hoscheit said they had a few issues to bring before the Council, but were primarily at the meeting to address the first topic under Old Business, being water purchases.

1. GRANT APPLICATION: Mr. Hoscheit informed the Council that he had been notified of confirmation of a grant award for the request he submitted to cover training expenses of several firefighters. He believes the award amount will be approximately $4,270.

2. VEHICLE RADIOS: Chief Gavin reported that original plans had been to take 2 old 2-way radios from older vehicles and attempt to make one good radio to put in the ladder truck. While the radio technician was working on installation of the new 2-way radio, discussion about the plans to create one radio out of the two old units were introduced to the technician. He offered a new radio for the cost of $500 to be installed in the ladder truck, instead of using old radios to try to assemble one working piece. Chief Gavin said the Fire Department would pay for the $500 cost out of its firefighter foundation if the Council would authorize the new radio to be installed in the ladder truck. Following discussion, a motion was made by Mayor Burns, seconded by Member Vick, to accept the donation for up to $500 to install a new 2-way radio in the ladder truck and pay for it from the firefighter's 501C3 foundation. All members voted in favor and the motion was declared carried.

F. COMMUNICATIONS
1. Tri-County Electric Annual Meeting.
2. Zero Deaths, MNDOT.

OLD BUSINESS

A. WATER PURCHASES: Clerk Nelson reported that at the past council meeting a council member indicated that water cooler rental equipment and water in 5 gallon containers had up 'til now been purchased at City expense. The council member recommended that employees purchase their own water by whatever means are necessary. Clerk Nelson reported that over the past 3 month period the billings for water equipment rental and water in containers cost an average of $60.51 per month. The water coolers being rented are located in the Clerk's Office, Police Station and Municipal Liquor Store. The Fire Department also purchases water in one-half liter bottles to take to fires and practices. Following discussion, a motion was made by Member Murphy, seconded by Mayor Burns, to stop purchasing water for city employees, except for the fire department. All other departments are to purchase their own water. Members voting in favor: Burns, Murphy and Lemke. Opposed: Vick and Perry. The motion was declared carried.

(Charlie Warner, Reporter, departed the meeting at 8:28 p.m.)

B. ZONING AMENDMENTS: Clerk Nelson asked the Council how they wished to proceed to study and determine what zoning amendments are to be made. The Council concluded by general consensus that the proposed amendment changes would be studied at the meeting to be held Monday, March 30.

NEW BUSINESS

A. GIRLS BASKETBALL – KEY TO CITY: Clerk Nelson reported to the Council that there had been some disappointment at the athletic rally following Saturday's state championship win when there was no dedication to the girls' basketball team of a key to the City. Mayor Burns said he tried to return some phone calls on his cell phone, but the caller was never available when he placed the call. He assumes that person was the party who was to have informed him of the rally and the practice of the Mayor's Proclamation and presentation of the Key to the City to the State Champions. In summary, Mayor Burns said to have a Key to the City ordered and a date scheduled when the presentation could be made and he would go to the public school for honoring the girls basketball team for their championship win of the Minnesota Class AA Tournaments.

B. ELECTRICAL SERVICE TO OLD MEYER FURNITURE STORE: Clerk Nelson informed the Council that Matt Blocker, City Electrician, informed him that the estimate for boring the necessary underground electrical wires to the old Meyer furniture store for future use by Houston County would cost approximately $3,800.

C. INTERVIEW COMMITTEE: Discussion was raised with a question concerning the council committee which was to conduct interviews for placing city employees in various positions. Typically, in the past, one committee interviewed all prospective employees for city positions. In recent endeavors, there were questions concerning the position which should have been resolved by the department committee as opposed to the interview committee before interviews were conducted. Following discussion, the Council decided to change the practice so that in the future the department committee would be the interviewing committee for positions within that department.

D. CUSTOMER SERVICE TRAINING: Clerk Nelson reported that the ladies in the Clerk's Office, including the City Accountant, were taking turns at the Customer Service Training provided by Merchants Bank. Two of the ladies were attending this evening 3-23-09 and two would attend the session on 3-26-09.

CLERK'S REPORT

A. EDA PROGRAM: Clerk Nelson informed the Council that the Tax Abatement Program with the Hutton Company for improvements to the Dollar General Store and its property was being investigated by the City Attorney for the reason that the number of full-time equivalent jobs had not been achieved during the first two years of the contract as stipulated. The agreement said there would be 10 full-time equivalent jobs by the end of this 2 year period, but there appears to be only 3. Since Houston County is also participating in the Tax Abatement Program, the City Attorney is conferring with the Houston County Attorney to determine the do process procedures for initiating a default notice and studying options that may be available to the City and/or the County under the present circumstances.

B. POLICE CHIEF POSITION: Clerk Nelson reported that as of this date there are 5 applications for the position of Police Chief.

C. LIQUOR STORE STAFFING: Clerk Nelson reported the interview committee is scheduling interviews for Thursday, March 26, for the position of Liquor Store Assistant Manager.

D. CONTINUED MEETING: Clerk Nelson reminded the Council that a Continued Meeting was to be scheduled this evening for Monday, March 30 at 6:30 p.m.

E. CLAIMS INQUIRIES: Clerk Nelson informed the Council of responses to questions from the first meeting in March over certain bills, which were presented at that time.

F. SPRING GROVE SUMMER PROGRAM: Mayor Burns and Member Vick informed the Council of the discussion with Spring Grove representatives at the March 16th meeting of the recreation committee. Perhaps the most important discussion was the possibility of Caledonia ball teams joining the league with Spring Grove and Cities westerly and southerly, including a few in Iowa, instead of continuing its current membership in the LaCrosse League. All recreation committee members seemed interested in looking at the summer of 2010, but believed this was to short a notice to accomplish changing leagues for the 2009 summer season.

G. CONSTRUCTION IMPROVEMENT PRESENTATION: Clerk Nelson said he had been contacted by Shannon Sweeney of David Drown Associates, asking if the Council would like to have a presentation from their association on the procedure for going through a construction improvement project. Such a presentation had been made at a recent Southeast Minnesota Municipalities Meeting, attended by Mayor Burns. At this time, the Council did not feel there was a need for such presentation.

H. SUMMER POOL SCHEDULE: Clerk Nelson distributed a tentative copy of the summer pool schedule.

RECESS: At this time Mayor Burns recessed the meeting to be continued at 6:30 p.m., Monday, March 30, 2009, in the Council Room, City Hall. The time of recess was 9:22 p.m.

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Robert H. Burns, Mayor

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Robert L. Nelson
City Clerk – Administrator

CONTINUED MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, March 30, 2009

CALL TO ORDER: Following due call and notice thereof, Mayor Burns called the meeting to order at 6:30 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry, Robert Lemke and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy and Robert L. Nelson. Visitors present: Jim Brimeyer, Richard Fursman, Mark Schiltz and Charlie Warner, Report.

BUSINESS ITEMS

A. STAFFING SEARCH: Mr. Brimeyer and Mr. Fursman gave a 45 minute presentation on the process they follow to do an executive search for filling administrative positions. They informed the Council they are not only involved in advertising the position, conducting interviews and participating in the selection process, but follow-up after the hiring is done to acquaint the new individual with his position and monitor the new employees progress throughout the first 6 months or year of employment to assure goals are set and achieved. Following their presentation, the Council advised that it would make a decision concerning hiring their firm or not at the next Regular Meeting on April 13.

B. ZONING ORDINANCE AMENDMENT: The Council reviewed an advertisement for amending section 153.093, Conditional Uses for an R-2 Urban Residential District to add paragraph (B) Government Buildings. Further, to amend section 153.307, Design and

Maintenance of Off-Street Parking Areas, to delete paragraph (E) A Parking Space shall not be less than 300 square feet per vehicle of standing and maneuvering area. (Ord. 164, past 9-14-1982) Following discussion, the Council agreed to the proposed change as stated for section 153.093, but opted to retain paragraph (E) under Section 153.307, but changed to the following statement. "A parking space with standing and maneuvering area shall meet the design criteria recommended by the City's consulting engineer." Concluding discussion on the amendments, a motion was for consideration of the first amendment was made by Mayor Burns, seconded by Member Lemke, to approve the stated amended to section 153.093 to add Paragraph (B) Government Buildings. Members voting in favor: Burns, Lemke, Vick, Perry and Murphy. Opposed: None. The motion was declared carried. Further, a motion was made by Mayor Burns, seconded by Member Perry, to amend the language for section 153.307 of paragraph (E) to state "A parking space with standing and maneuvering area shall meet the design criteria recommended by the City's consulting engineer." Members voting in favor: Burns, Perry, Vick, Lemke and Murphy. Opposed: None. The motion was declared carried.

C. ZONING ORDINANCE PROPOSED AMENDMENTS: The Council reviewed and discussed some of the sixteen proposed amendments suggested by Council Committee for the sections of the zoning ordinance dealing with mobile and manufactured homes and manufactured home parks. While their review continued for approximately 1 hour, not all the proposed amendments were discussed and no actions were taken or motions made on any individual suggestions. The Council will continue study of the proposed amendments at a later date. Review ended with instructions for Clerk Nelson to investigate whether or not a unisex bathroom would be acceptable for a small manufactured home park and whether or not dedication of a green area to the municipality is mandated by law.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Burns and seconded by Member Lemke. All members voted in favor, the motion was declared carried and the meeting then adjourned at 8:47 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, April 13, 2009, in the Council Room, City Hall.

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Robert H. Burns, Mayor

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Robert L. Nelson
City Clerk - Administrator