Agenda
Regular Meeting of the City Council
Monday, April 27, 2009

I. Call to Order
   A. 6:00 p.m. in the Council Room, City Hall.

II. Roll Call
   A. Members present:

   B. Members absent:

   C. Consultants and City Staff present:

   D. Visitors present:

III. Consent Agenda
   A. Minutes of Past Meetings: Consideration for approval of the Minutes of the Regular Meeting held Monday, April 13 and Special Meeting held Monday, April 20, 2009, as presented. Addendum #1

   B.

   C.

Council Action:

IV. Visitors and Communications
   A. EDA Public Hearing: A Public Hearing has been scheduled at 6:05 p.m. for a parcel of property at the intersection of Old Highway Drive and Bissen Street to be developed with a new 6,000 commercial building. The City Council will be petitioned to approve a tax abatement not to exceed $11,000. Mayor Burns will recess the regular meeting to conduct a public hearing then close the public hearing when there's no more testimony and move to paragraph B, below, if the Council wishes to take action. Addendums #2, #3 & #4

   B. Tax Abatement Project: At this time the Council may consider entering the agreement with the petitioner for a Tax Abatement of up to $11,000.

Council Action:

C. Administrative Coordinator Topics

1. Zoning Application – Peters: At zoning application has been submitted by Jason Peters, 124 North McPhail Avenue, proposing to extend the existing garage to a 24' width and to remove an existing porch and rebuild a new porch. This application will require a 22' setback variance on the south (rear) property line. Addendum #5

Council Action:

2. Criminal Justice Center: Representatives of Houston County, including Commissioner Connery, met with representatives of Caledonia City, including Mayor Burns and Member Vick, for a pre-application meeting to clarify the procedures and obligations of the County for submittal of a Zoning Application to construct a criminal justice center which would be incompliance with the terms of a mediation session held January 26, 2009.

Council Action:

3. Skate Boarding on City Property: Mr. Gerardy will explain to the Council how citizens have been utilizing city property for the purpose of skate boarding, including assembly of homemade ramps, and the like. The property being used at the moment is the city tennis courts north of Grant Street.

Council Action:

4. Other Topics:

Council Action:

D. Police Department: Chief Shefelbine would like to discuss the appointment of an acting chief in his absence, particularly finding a need to have this done should he retire before a replacement is appointed.

Council Action:

E. City Accountant

1. Cash and Investments Balance: Stephanie Mann, City Accountant, will present the cash and investment balances worksheet. Addendum #6

2. Budget Worksheets: Ms. Mann will review the budget worksheets for the enterprise funds only, since the general fund departments were reviewed at the Special Meeting held April 20th. Addendum #7

Council Action:

F.

G.

V. Old Business

A. Police Chief Position: How does the Council wish to handle interviews and selection of a new police chief? There were 18 applications received for the position. Does the council wish to have one interview of some applicants or two interviews, meaning that the first round perhaps 6 or 8 applicants would be interviewed, then reduced to 3 or 4 for the second round of interviews? Does the full council wish to be involved in the interviews or leave that up to the Committee (Vick and Lemke) to conduct the interviews and make a final recommendation to the whole council?

Council Action:

B. Clerk – Administrator's Position: Enclosed is a job description written by Paul Ness, Human Resource Consultant, several years ago when he also did work on the cities pay equity plan. Circumstances and responsibilities have changed since that time. Enclosed herewith is a copy of the job description as prepared by Mr. Ness. Before the meeting I shall attempt to go through it and line out those duties which are now assigned to the Administrative Coordinator, Accountant, or other positions. Addendum #8

Council Action:

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D.

VI. New Business

A. Elevator Alterations: A State of Minnesota elevator inspector checked over the elevator in City Hall and lift in the City Auditorium several months ago, finding a number of conditions which he said must be altered or repaired. The alterations must be made before the State will issue a one year license to the City. Since then, a proposal has been obtained from Schumacher Elevator Company and is submitted this evening for Council approval. The alterations to the elevator in City Hall will cost $799. The alterations to the lift in the City Auditorium will cost $814. Addendums #9 & #10

Council Action:

B. Wage Reimbursement Request: Because of her duties as an Ambulance Attendant, Patricia Lemke was subpoenaed to appear in court on April 16, a date she was scheduled to work at Gundersen Lutheran Medical Center. After having scheduled the date off, she was notified at approximately 4:00 p.m. on April 15 that the trial had been rescheduled to June 24. Ms. Lemke is asking if the City would consider reimbursement of loss wages.

Council Action:

C.

D.

VII. Clerk's Report

A. Communications

1. Consumer Confidence Report: Enclosed is a transmittal letter for the Consumer Confidence Report. The report must be completed by the water/waste water superintendent, then published in the local newspaper and a report made back to the Minnesota Department of Health that the publication had been accomplished. Addendum #11

2. Census Training: Enclosed is a letter stating the training dates for those, such as elected officials or government employees and others who may be interested in census taking and the reasons for census taking. The nearest training centers to Caledonia are Winona on May 6th and Rochester on May 5th. Addendum #12

B. Annual LMC Meeting: The Annual League of Minnesota Cities Meeting is to be held June 24 – 26 at the St. Paul RiverCentre. The registration fee for newly elected officials, elected during 2008, is $250 before May 8th. For regular

attendees the registration fee is $350 before May 8th. After May 8th the fee is $400 for each.

C. Employee Time Record: Enclosed is the Employee Time Record for pay period April 6-19, 2009. Addendum #13

D.

E.

VIII. Miscellaneous Items

A.

B.

C.

IX. Adjournment