Agenda
Regular Meeting of the City Council
Monday, July 23, 2007

I. Call to Order
   A. 7:00 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, July 9 and Special Meetings held Wednesday, July 11 and Monday, July 16, 2007. Addendum #1

   B. Applications for Exempt Permit
      1. Caledonia Rod and Gun Club: The Caledonia Rob and Gun Club has submitted an Application for Exempt Permit to conduct a raffle, sell pull tabs and tip boards at St. Mary's Catholic School, 308 East South Street, on October 13, 2007. Further to request waiver of the waiting period.

      2. Caledonia Lions Club: An Application for Exempt Permit has been submitted by the Caledonia Lions Club proposing to conduct a raffle at the Caledonia Municipal Auditorium, 219 East Main Street, on December 8, 2007. Further to request waiver of the waiting period.

   C. Application to Sell 3.2 Malt Liquor: The City Council previously approved a Retail Sales License for 3.2 Malt Liquor to the Caledonia Lions Club for an event at Veteran's Memorial Field, 315 North First Street, scheduled for August 10 and 11. That event has now been cancelled and they are asking for authorization to change the date and location to St. Mary's School, 308 East South Street on October 13, 2007.

   D. Maternity Leave: Amy Hoscheit requests authorization to take 12 weeks of maternity leave starting approximately January 9, 2008. Addendum #2

E.

F.

Council Action:

IV. Visitors and Communications

A. Public Hearing – 7:05 p.m.: A Public Hearing has been scheduled to review proposed changes to the Tax Abatement amount for K Properties from an amount approved in April 2007 of up to $5,000 to the current projected amount of up to $6,200 and consideration for an increase in the Tax Abatement amount for a Winona Controls project previously approved for an amount of up to $6,000, currently projected at an amount of up to $7,500. Enclosed is a draft loan agreement between K Properties, LLC and City of Caledonia, a schedule of tax abatement payments for both projects and resolutions for council adoption relating both to Winona Controls and K Properties. Addendums #3 and #3a

Council Action:

B: Criminal Justice Center: Mr. Larry Thompson, acting as a private citizen, requests the Council make an immediate decision on approving or denying the variances and vacation of streets associated with the proposed construction of the Criminal Justice Center on Courthouse Square.

Council Action:

C. Criminal Justice Center: Ann Thompson, Houston County Commissioner, may have some comments concerning the Criminal Justice Center based on a Committee Meeting which was to have taken place earlier today.

Council Action:

D. Administrative Coordinator

1. Zoning Application – Mr. and Mrs. Ken Mulholland: Mr. and Mrs. Mulholland, 811 South Winnebago, have submitted a Zoning Application proposing to enclose an existing carport having dimensions of 11′ x 24′ and located approximately 8′ from the north (side) property line. This proposal requires a 2′ setback variance on the north (side) property line. Addendum #4

Council Action:

2. Generator Installation: Mr. Gerardy requests whether or not the Council wishes to proceed at this time with advertising for bids to install the 125 KW generator to operate the Caledonia City Hall and City Auditorium in the event of a power outage. Enclosed for your review is a copy of the proposal. Addendum #5

Council Action:

3. Miscellaneous Items:

Council Action:

E. Accountant's Report

1. Transfer and Budget Recommendations: Stephanie Mann, Accountant and Clerk Nelson recommend the transfer of $99,422 from Fund 352, Debt Retirement Fund to Fund 101, General Fund to support the purchase price of the ambulance made in January 2007, also, to amend the General Fund Budget to show the proposed expenditure of $99,422 for an ambulance in 2007.

Council Action:

2. Cash and Investment Balances: Enclosed is the Cash and Investment monthly balances report showing total cash and investments at $3,093,189.26 with cash being $290,006.26 of that amount. Addendum #6

Council Action:

3. Budget Worksheet: Enclosed is the Budget Worksheet as of June 30, showing the prior year actual expenditures current year expenditures the current year budget the current year to date unexpended fund amount and the percent of unexpended or received funds. Addendum #7

Council Action:

4. Survey Background: Enclosed with the Agenda is a survey of water and sanitary sewer rates of other communities. Addendum #8
No action required.

F. Nuisance Complaint Response: David Rask, East South Street, wishes to respond to nuisance claims against his property, particularly vehicles and equipment. Mr. Rask may not be able to attend until approximately 10:00 p.m.

Council Action:

G.

H.

V. Old Business

A. Zoning Application – Lawson: Regarding the Zoning Application of Paulette Lawson, 825 North Kingston Street, proposing to make alterations to the mobile home, I will explain to the Council a conversation I had with the Minnesota Department associated with Building Codes for mobile homes, manufactured home and the like.

Council Action:

B.

C.

VI. New Business

A. Donations: Enclosed is a list of names and amount contributed to the Summer Athletic Field Programs. I request the Council adopt a motion accepting the contributions and directing that the funds be applied to expenses of the summer athletic field program. Addendum #9

Council Action:

B. Wage Structure: Does the Council wish to have a presentation by Paul Ness who helped design a wage schedule for the City, which was never adopted, but was intended to keep the city incompliance with the pay equity laws. We can discuss this in further detail at the meeting.

Council Action:

C. Computer Back-Up: Enclosed is a quote from Affordable Technology Solutions for 24 back-up tapes which would be used to back – up the Clerk's Office computer and Police Station computers once each month. This would provide security with an entire year's data. Currently the back-up system used has only one week of data stored. This was a recommendation from Tostrud and Temp, City Auditors, made during their 2006 Audit work. Addendum #10

Council Action:

D. Volunteer Insurance Coverage: I recommend the Council renew Volunteer Insurance Coverage for an amount of $431. This insurance covers those who spatially volunteer to do things for the city such as weed gardens. The city has carried this insurance for the past many years. Addendum #11

Council Action:

E.

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VII. Clerk's Report

A. State Aid: The City received $395,080 in Local Government Aid and PERA Rate Increase Aid on July 19.

B. Houston County DOT Meeting: Interested council members are invited to attend a Houston County DOT Meeting to discuss the future construction of Winnebago Street, also known as CSAH #5. The meeting is to be held at 3:00 p.m., Tuesday, July 31, at the Houston County Commissioners Room. Addendum #12

C. Annual Population Estimate: Enclosed is the Annual Population Estimate for the City of Caledonia as of April 1, 2006. Population is estimated at 2,940 and the number of households is estimated at 1,250. Addendum #13

D. SELCO Library Funding: Enclosed are the minutes of a SELCO Meeting of Houston County Libraries held June 13, 2007, showing the amount of tax aid to be supplied to SELCO by Houston County during the years 2008, 2009 and 2010. Addendum #14

E. Employee Time Record: Enclosed is the Employee Time Record for pay period July 2-15, 2007. Addendum #15

F. SMLM Newsletter: Enclosed for information purposes only is the Southeastern Minnesota League of Municipalities Newsletter. Addendum #16

G. Mid-Year Fire Meeting: The Mid-Year Fire Meeting is scheduled for 7:00 p.m., Tuesday, July 24, 2007, in the Council Room, City Hall. Committee Representation from the City Council is Mayor Morey and Member Fisch.

H.

VIII. Miscellaneous Items

A.

B.

C.

IX. Adjournment