

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 22, 2013

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: DeWayne Schroeder, Bob Lemke, Randi Vick and Tom Murphy. City Staff Present: City Clerk/Administrator: Ted Schoonover, Administrative Coordinator Mike Gerardy and Accountant Stephanie Mann. Certified Public Accountant Tom Wentz. Guests present: Nick Frank, Rick Frank, Steve Buttell, Wade and Melissa Cordes and Caledonia Argus reporter Clay Schuldt.

AGENDA: Motion by Mayor Burns, second by Member Vick to approve the Agenda. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Member Vick, second by Mayor Burns to approve the consent agenda, which consisted of the regular meeting minutes from April 8, 2013. All voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: Nick Frank, Rick Frank, Steve Buttell and Tom Wentz were present to address the council on other matters.

ADMINISTRATIVE COORDINATOR:

Administrative Coordinator Gerardy and Administrator Schoonover presented the council with a opportunity for Water/Wastewater Operator Skillings to attend a Bio-solids class and obtain his license for said class. It is in September and costs \$315.00 but hotel charges would not be needed as it is close to his hometown. Motion by Schroeder, second by Lemke to approve the attendance. All voted in favor and the motion was declared carried.

Coordinator Gerardy presented Change Order #5 from Griffin Construction Company. It would be an increase in the amount of \$12,299.15 and covers the changes discussed in an earlier meeting with a hydrant, additional manhole and storm sewer inlet. Motion by Burns, second by Vick to approve the Change Order as presented. All voted in favor and the motion was declared carried.

A lift station work repairs were presented for Bissen St. and Grant St. lift stations. The request was for new pumps for Bissen and new gaskets and grommets for Grant Street. Member Schroeder commented that the pumps in Bissen St. were only five years old and we could just replace the impellers. Discussion ensued. Motion by Mayor Burns, second by Member Lemke to approve the Grant St. repairs and look into a different method for Bissen Street. All voted in favor and the motion was declared carried.

An easement request was presented for the council to review. It pertains to the property owned by the city at the Grant St. lift station and the person requesting it is planning on building on a section of his property but would require an ingress, egress and regress for access. A survey was completed and filed with the county. No action is needed until the individual applies for a building permit.

At 6:15 p.m. the Mayor called the regular meeting closed and opened a public hearing concerning a zoning variance. Coordinator Gerardy presented the council the schematics of a proposed home in Doering Estates. This home sits on a cul de sac and to ensure uniformity a 10' variance is required for the back lot line. This would be an exception for cul de sacs only and to any other new developments. Wade and Melissa Cordes were present and Wade stated that he supported the idea. There were no other public comments written or verbal. So at 6:17 p.m. the Mayor closed the public hearing and reopened the regular meeting. Motion by Member Schroeder, second by member Lemke to approve the 10' variance on the set back on a case by case basis because of the cull de sac. All voted in favor and the motion was declared carried.

A proposal for window shades for the entryway were discussed. Gerardy had an estimate for blinds that could deflect a percentage of light from entering the building. Mayor was concerned about a potential hazard for small or young children being subjected to a possible choking hazard. Nick Frank mentioned that he just installed window tint that could provide the same effect at a much cheaper rate and without the safety concerns. The proposal was tabled until we can gather some data on other options.

Gerardy presented the council with two draft ordinances from another city one for an open burn ordinance and another for nuisance abatement procedures. The latter would be to deal with properties that are in disrepair or in need of work to help with the aesthetics of our city. Administrator Schoonover will draft them up with our pertinent information in them, have the City Attorney review them and bring them back for consideration.

Gerardy and Schoonover presented the council with a revised amendment from Verizon Inc. This revision was much closer to what the city asked for. There are some areas that need to be reformatted but the overall content was agreeable. Schoonover had the City Attorney review it and they both agree that the council could approve the contents and allow them to coordinate the changes in formats and the additional items we would require. The council agreed. Motion by Mayor Burns, second by Member Vick to approve the amendment with the stipulation that the corrections be made by Administrator Schoonover and City Attorney Murphy. All voted in favor and the motion was declared carried.

A proposal was discussed in reference to the elementary school and the method in which children are dropped off and picked up. The school is looking at closing off the part of Sprague St. that the buses currently use and have them drop off from Main St. That would mean that parents would drop off from Grove Street. They have indicated that a one way street would assist in keeping the children safer. An official request could come at a later date. It was also discussed that N. Sprague St. could be dedicated as a one side parking only parking to allow for better traffic flow and less congestion.

Nick Frank, Rick Frank and Steve Buttell were present and requested the city participate in the purchase of a sound system for the athletic fields. They mentioned the system would cost approximately \$3,000.00 and the American Legion has committed to donating \$1,500.00 of that cost. So they are requesting the same from the city. Motion by Member Burns, second by Member Vick to authorize the purchase not to exceed \$1,500.00 using a transfer of surplus funds from the liquor store. All members voted in favor and the motion was declared carried.

ACCOUNTANT:

Thomas Wentz, CPA from Smith and Schafer & Associates, LTD. Was present to review and brief the council on the 2012 annual budget. Wentz informed the council that he and his associates performed the normal annual audit and also a single audit because of the large federal loan that was used for the sewer project. He handed out his findings and went through a brief overview of his findings. There were no irregularities or concerns found. Wentz stated that overall the city is sitting in a very good position to improve their financial solvency. After his briefing City Accountant Stephanie Mann went through the current financials.

NEW BUSINESS:

City Clerk/Administrator Schoonover presented the council with a request to purchase a Cities of Minnesota Directory. It has all contact information for every city and municipality in the state and would be a good reference point. Mayor Burns suggested that we allow the City Library to purchase the directory for everyone to have access to. No further action taken.

A new copier was discussed for the Library as the current one is over twelve years old and in disrepair. Motion by Mayor Burns, second by Member Murphy to purchase a new copier for the library from EO Johnson in the amount of \$3,767.00. All members voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Lemke to approve a one day temporary on-sale liquor license for the Houston County Agricultural Society to go along with the 4 day license approved at the April 8, 2013 meeting. All members voted in favor and the motion was declared carried.

Fire Chief Chuck Gavin presented the council with a request to hire two new fire fighters. Dylan Besse and Bill Gavin have both applied and have a very strong interest in serving the department. Motion by Mayor Burns, second by Member Lemke to approve the hiring effective immediately. All members voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Schroeder to approve payment for the annual dues to the Southeast Minnesota League of Municipalities in the amount of \$35.00. All members voted in favor and the motion was declared carried.

Liquor Store Manager Patty Gavin presented the council with a registration form for the annual conference and requested to attend. Discussion ensued and it was determined that rather than allowing her attend this conference the council would rather see the store purchase a new sign in an effort to attract more business. No action taken.

A memorandum from Houston County Sheriff Doug Ely announcing a training opportunity for all city employees would be held on June 25, 2013. The training would be on Personal Safety/Threat Awareness/De-Escalation. Administrator Schoonover stated that this would be a very good opportunity for all employees to attend and there is no costs or expenses associated with it.

SGT Jim Stemper from the Caledonia Police Department and representing their association presented a memorandum requesting that newly hired Officer Lund and Pearson be allowed to move to a step two (2) position because of their time in service previous to being hired. He also requested that a Memorandum of Understanding be drafted that would address the earning of vacation and sick time for the newly formed position of Permanent Part-time Officer. This would allow that position to earn vacation and sick leave at a prorated rate based on the hours worked in the current year not as the current contract stated. All members were in consensus and a MOU will be drafted for the next meeting.

Administrator Schoonover handed out the overtime report and the police blotters, he also informed the council that he would setting up interviews for several new people interested in serving on both the ambulance and police departments.

The vacancy at the water/wastewater plant was discussed. Administrator Schoonover stated that after several months and reviewing all our options it was in his opinion that the city offer the position to a young man graduating from St. Cloud Technology with a AAS degree in water technology. Motion by Mayor Burns, second by Member Lemke to approve the offer of employment to Craig Nelson for the Water/Wastewater Operator position. All member voted in favor and the motion was declared carried.

The next regular meeting will be on May 13, 2013 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Mayor Burns, seconded by Member Vick. All voted in favor and the motion was declared carried to adjourn at 9:02 p.m.

Robert H. Burns

Ted A. Schoonover
Clerk-Administrator