

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, May 23, 2011

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: Robert Lemke, Tom Murphy, Member Vick and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely and Water/Wastewater Supervisor Tony Klug. Visitors present: Matt Blocker and Argus Reporter Charlie Warner.

AGENDA APPROVAL. The following items were added to the agenda for discussion: Police Committee – 2 A.M. Bar Closing, Houston County Airport Discussion, and No Dogs in Park Sign. A motion was made by Member Fisch, seconded by Member Vick, to approve the agenda with the addition of the above-mentioned items. All those present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS. A motion was made by Member Vick, seconded by Member Lemke, to approve the Regular City Council Minutes of May 9, 2011, as presented. All members present voted in favor and the motion was declared carried.

B. EXEMPT PERMIT: CALEDONIA LIONS CLUB. A motion was made by Member Vick, seconded by Member Lemke, to approve an exempt permit for the Caledonia Lions Club to conduct a bingo raffle at the Houston County Fairgrounds on June 18, 2011. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS.

A. PAUL THOM, HD SUPPLY: WATER METER PRESENTATION. Paul Thom with HD Supply was present to provide the City Council with a presentation regarding radio read water meters. Thom stated that meters slow down as they age. By replacing the City's existing meters, revenues will increase. Thom stated that a new radio runs around \$70.00 while the meter costs approximately \$100.00. Thom noted that the new meters have no moving parts, which eliminates concerns about parts getting stuck. Thom further noted that the meters come with a ten year replacement warranty and have a 100 percent accuracy guarantee for twenty years. Member Murphy inquired as to how long it would take to pay for the meters. Thom replied that the meters will pay for themselves within three to four years as the accuracy will increase to 96-97%. Water/Wastewater Supervisor Tony Klug stated that the accuracy for water usage is currently around 75%. Klug went on to state that labor and maintenance costs will be reduced with the new meters. Thom estimated that it could cost the City approximately \$300,000.00 to replace all its existing meters with radio read meters. Mayor Burns stated that a study will need to be undertaken by City staff before advertising for bids. Discussion ensued. No official action was taken.

B. CITY FINANCE TOPICS: CASH AND INVESTMENT BALANCE. City Clerk/Administrator Feely shared that as of April 30, 2011, the total cash balance was \$666,119.55, and the total investment balance was \$2,762,750.00. The consensus of the Council is for the City Accountant to report to the City Clerk/Administrator any departments that are within 5% of their budgeted expenditures at this point in the year. Member Murphy inquired as to where we are to date as far as natural gas expenditures. Discussion ensued. Member Murphy requested that Feely report to the Council at the upcoming meeting regarding the plan moving forward if the scheduled LGA payment is delayed.

C. ADMINISTRATIVE COORDINATOR TOPICS.

1. ZONING APPLICATION: 309 WEST SOUTH STREET. City Clerk/Administrator Feely shared that a zoning application was received from Darrin Twite, 309 West South Street, proposing to construct an 8'x12' landing with a railing on two sides on the front of his home with steps facing towards the driveway. It was noted that the proposed construction will be located approximately 8' from the north (front) property line. The proposal requires consideration of a 2' setback variance on the north (front) property line. Discussion ensued. Mayor Burns inquired as to whether the City received any objections. Feely replied that no objections were received. Mayor Burns stated that a 2' variance is minimal and noted that the proposed improvement corresponds with other properties in the neighborhood. A motion was made by Mayor Burns, seconded by Member Lemke, to approve the 2' variance request by Darin Twite for the property located at 309 West South Street. All members present voted in favor and the motion was declared carried.

D. COMMUNICATIONS.

1. LETTER FROM MINNESOTA ASSOCIATION OF SMALL CITIES. A notice was attached with the agenda from Minnesota Association of Small Cities (MAOSC) regarding a membership. The consensus of the Council was that there is no desire to become a member of MAOSC.

2. MINNESOTA ENERGY RESOURCES RATE INCREASE NOTICE. A rate increase notice was attached with the agenda from Minnesota Energy Resources.

3. LETTER FROM DORIS BESI KOF REGARDING CITY UTILITY AGREEMENT. A letter was attached with the agenda from Doris Besikof regarding the City's Utility Agreement. The consensus was for City Attorney Tim Murphy to draft a response.

4. REQUEST FROM CALEDONIA COMMUNITY CELEBRATIONS. An email was attached with the agenda from Sue Bauer on behalf of Caledonia Community Celebrations regarding putting up banners to advertise the upcoming Summer Fest. Bauer requested the Council's consideration in stringing banners up by the stop lights. The consensus of the Council was to allow the hanging up of banners so long as doing so does not create any safety concerns.

OLD BUSINESS. None.

NEW BUSINESS.

A. AQUA ZUMBA REQUEST. City Clerk/Administrator Feely shared with the Council that Caledonia Area Community Education Director Nancy Runnigen recently attended a Park and Rec Committee meeting to request the City's consideration in allowing Aqua Zumba to take place at the swimming pool on Monday evenings, beginning June 27 and running through August 22, or whenever the pool closes. The Aqua Zumba sessions would take place from 5:30 p.m. to 6:30 p.m. when the pool is normally closed for the dinner hour. It was noted that Runnigen was requesting to use the pool at little or no cost. Feely stated that Runnigen informed the Park and Rec Committee that there will be approximately twenty-five persons participating in her class. In an effort to adequately staff the pool, the Committee recommends that at least two lifeguards staff the pool during Aqua Zumba sessions. It was noted that lifeguard wages range anywhere from \$7.75 per hour to \$10.70 per hour. To be able to pay for staffing, the consensus was that the City needs to charge at least \$21.40 per hour. A motion was made by Member Fisch, seconded by Member Lemke, to allow Aqua Zumba to take place at the pool so long as the lifeguard wages are covered by Caledonia Area Community Education. All members voted in favor and the motion was declared carried.

B. **HIRING OF 2011 LIFEGUARDS.** City Clerk/Administrator Feely shared that the City's Hiring Committee, consisting of Mayor Burns, Member Vick, Feely, and Pool Manager Katie Ranzenberger, recently met to interview individuals for the position of part-time substitute lifeguard. A motion was made by Member Lemke, seconded by Member Vick, to hire the following individuals as part-time substitute lifeguards at an hourly wage of \$7.75 per hour, contingent upon providing proof of the successful completion of the required lifeguard training certification for those individuals in the process of completing their lifeguard training: Andrew Kilger, Shane Sheehan, Sean Connor, Laura Jergenson, Taylor Augedahl, Hannah Klinski, Nathaniel Costigan, and Justin Inglett. All members present voted in favor and the motion was declared carried.

C. **PARK AND REC PROGRAM EQUIPMENT NEEDS.** City Clerk/Administrator Feely shared that the City's Park and Rec Committee recently met to discuss equipment needs for the Athletic Program. It was noted that the following items were needed: helmets, chest protectors, catcher's mitts, shin guards, baseballs, scorebooks, and coco drags. It was further noted that the City will buy as many of these items as possible from Miken Sports in Caledonia. Discussion then took place regarding the need to order additional Sur-Hop infield mix for the ball field project. It was noted that when the individual that was hired to apply to infield mix did so, the equipment being used to apply the material lifted lime chips to the surface which resulted in the need to order more material. Feely stated that an additional truckload of Sur-Hop infield mix has been ordered. It was noted that more material may be necessary depending upon how the field looks after someone has been hired to blade it. A motion was made by Member Fisch, seconded by Member Murphy, to approve the purchase of various equipment needs for the Athletic Field Program. All members voted in favor and the motion was declared carried.

D. **JOB SHADOW REQUEST.** City Clerk/Administrator Feely shared that Water/Wastewater Operator Ryan Skillings recently requested permission to allow his seventeen year old cousin to job shadow at the Wastewater Treatment Plant during the first week in July when Water/Wastewater Supervisor Tony Klug is on vacation. Feely shared that per her inquiry to City Insurance Agent Tom Danielson regarding liability concerns associated with allowing a minor to job shadow at the Wastewater Treatment Plant, it did not appear that there should be a problem with allowing Skillings' cousin to job shadow his position. Feely went on to note that Danielson received a response from an underwriter with the League of Minnesota Cities Insurance Trust (LMCIT) which outlined various points to consider when evaluating such requests. After reviewing the email from LMCIT, the consensus of the Council was to deny the request. A motion was made by Member Vick, seconded by Member Murphy, to deny Skillings' request to allow his minor cousin to job shadow his position for a week due to the fact that his cousin is not in school and this is not related to an assignment. All members present voted in favor and the motion was declared carried.

E. **HIRING OF ADDITIONAL EMT.** City Clerk/Administrator Feely shared that Caledonia Ambulance Director Mike Tornstrom has requested authorization to hire an additional EMT that has been serving as an intern for the Ambulance Department since July 2010. Mayor Burns stated that the Personnel Committee should interview the applicant prior to authorizing the hire. No action was taken as Feely will schedule an interview with the Personnel Committee and Tornstrom.

F. **FIREFIGHTER RESIGNATION.** City Clerk/Administrator Feely shared that attached with the agenda was a resignation from Caledonia firefighter Corey Gantenbein, effective May 5, 2011. Gantenbein served the Fire Department since June 6, 2008. Member Fisch inquired as to whether Gantenbein could have taken a leave of absence rather than resign. Discussion ensued.

A motion was made by Member Vick, seconded by Member Murphy, to approve the resignation of firefighter Corey Gantenbein. All members present voted in favor and the motion was declared carried.

G. BEREAVEMENT LEAVE FOR REGULAR PART-TIME, NON-ASSOCIATION EMPLOYEES. City Clerk/Administrator Feely shared that City Library Director Marla Burns recently took two days (twelve hours) of leave to make arrangements for and attend a funeral of a close family member. Feely explained that the issue of bereavement leave arose when time cards were turned in for the period in which Burns was attending a funeral. It was noted that at the present time, there is no such policy for bereavement leave that covers regular, non-association employees, such as Burns or Library Assistant Eileen Jacobson. Feely went on to note that Burns currently earns 40 hours of vacation and 25 hours of sick leave per year while Jacobson earns 25 hours of vacation and 25 hours of sick leave per year. Burns and Jacobson average 28 hours per week. Both Burns and Jacobson earn holiday pay when a holiday falls on a day that the library would normally be open. Even though Burns and Jacobson are not covered under the Employee Association Agreement, the section that deals with bereavement leave was reviewed. It was noted that Section 17.2 of the Employee Association Agreement states that part-time employees shall not be eligible for bereavement leave benefit. Discussion ensued. A motion was made by Member Vick to table the matter and refer to the Personnel Committee.

#### CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Enclosed with the agenda was the Employee Time Record for May 2, 2011-May 15, 2011.

B. DISCHARGE MONITORING REPORT. Attached with the agenda was a discharge monitoring report showing an average Nitrogen Level of 9.53 mg/L.

C. COMMUNITY POOL STEERING COMMITTEE MEETING NOTICE. City Clerk/Administrator Feely shared that attached with the agenda was a notice for the upcoming Community Pool Steering Committee meeting scheduled for May 24 at 7:00 p.m at the American Legion Pool Shelter. Mayor Burns stated that he would like to recess the meeting so that the entire Council could attend the meeting on Tuesday, May 24. Feely stated that she needed to research whether the City could recess the meeting until May 24 on such a basis. Mayor Burns asked the news reporter if he had a problem with the City Council doing so. Argus Reporter Charlie Warner stated that he didn't have an issue with the Council recessing the meeting so that everyone could attend the Pool Meeting on May 24. Member Murphy inquired as to how the pool project was funded in 1956. Discussion ensued.

D. FRIDAY FAX FROM THE LEAGUE OF MINNESOTA CITIES. Attached with the agenda was another Friday Fax from the League of Minnesota Cities.

#### MISCELLANEOUS ITEMS.

A. COUNTY AIRPORT. Mayor Burns inquired as to the City Council's position on the Houston County Airport matter. The consensus of the Council is that the Houston County Airport is an asset to the County.

B. NO DOGS IN PARK SIGN. Member Vick inquired as to whether it would be possible to install a No Dogs Allowed sign at the park behind the City Auditorium. City Clerk/Administrator Feely stated that she would forward the request onto Administrative Coordinator Mike Gerardy so that a sign could be installed at the park.

C. POLICE COMMITTEE – 2AM BAR CLOSING MATTER. Mayor Burns stated that he received a concern from a citizen regarding whether the City should allow bars with 2AM licenses to remain. City Clerk/Administrator Feely stated that she would like to research whether a license can be revoked without cause before the Council takes any action.

RECESS. There being no further business before the Council, Mayor Burns recessed the meeting at 8:50 p.m. until 7:00 p.m. on Tuesday, May 24, 2011 at the American Legion Shelter in Caledonia.

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Robert H. Burns, Mayor

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Jennifer Feely, City Clerk/Administrator

CONTINUED MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
TUESDAY, MAY 24, 2011  
7:00 P.M.  
AMERICAN LEGION SHELTER

CALL TO ORDER: Following due call and notice thereof, the meeting was called to order at 7:00 p.m. at the American Legion Shelter in Caledonia.

ROLL CALL: Members present: Mayor Robert Burns; Councilmembers: Randi Vick, Paul Fisch, and Bob Lemke. Absent: Tom Murphy. City staff present: Jennifer Feely. Visitors present: Aaron Hunter and Nick Nowacki with USAquatics, Lois Greer, Ann Schmitz, Mary Pieper, Kris Stemper, Pam Griffith, Terry Lauden, Jon Hagerott, Angie Meiners, Ann Thompson, Joanne Zard, Erica Jacobson, Sibyl Floyd, Deb Augedahl, Kelli Tornstrom, Carolyn Medin, and Karen Ness.

BUSINESS ITEM

A. COMMUNITY POOL STEERING COMMITTEE MEETING. USAquatics was present to review the scope of the project and discuss goals and objectives for the outcome of the study. USAquatics provided a brief summary of the existing pool and bathhouse condition based upon their walk-through observations. USAquatics stated that structurally, the pool is in good condition. However, it was noted that the pool equipment (i.e. heater, pump, filters, etc.) is very old and needs to be updated in the near future. Another significant concern is that the pool is not handicap accessible at this time. Discussion then ensued regarding a proposed budget and funding methods. It was determined that since the Committee doesn't know exactly what improvements will be made at this time, it is not possible to establish a budget until more information is gathered about conducting the pool improvement project in phases as well as the dollar amount associated with each phase. It was noted that the consensus at the present time is to fund the improvement project through donations and fundraisers rather than hold a referendum as doing so would turn the project into a city project versus a Caledonia area project. The Committee would like to seek cost option information from USAquatics as to what various phases will entail before a budget is set and a fundraising campaign is launched. Much time was devoted to discussing facility needs and wants. Many ideas were tossed out; USAquatics will put together a couple rough preliminary cost options based upon the needs and wants expressed. Cost options will be reviewed with the Committee at a follow-up meeting. No official action was taken.

ADJOURNMENT: A motion to adjourn was made at 8:45 p.m. by Member Fisch, seconded by Member Lemke. All members present voted in favor and the motion was declared carried.

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Robert H. Burns, Mayor

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Jennifer Feely, City Clerk/Administrator