

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL  
CITY COUNCIL CHAMBERS, CITY HALL  
CALEDONIA, MINNESOTA  
Monday, August 22, 2016

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

PLEDGE OF ALLEGIANCE: Mayor Gran led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor Joshua Gran, Robert Burns, Paul Fisch, Robert Lemke, and DeWayne Schroeder. City staff present: Michael Gerardy, administrative coordinator; Stephanie Mann, accountant; Adam Swann, clerk-administrator. Visitor(s) present: Joel Boone; Mary Marchel, director, Houston County Public Health; Heather Myhre, health educator, Houston County Public Health; Ben Thorud, Tactacam, LLC; and Kayla Vit, intern, Houston County Public Health; Dianne Hammell, *Caledonia Argus*.

AGENDA: Member Lemke moved to approve the agenda. The motion was seconded by Member Burns. All members present voted in favor to approve the agenda, and the motion passed.

CONSENT AGENDA: Member Burns moved to approve the consent agenda, and Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion was approved. The consent agenda comprised the following items:

- a. Approval of minutes for August 8, 2016 regular meeting
- b. Approval of Benny Stutzman as member of Caledonia Fire Department
- c. Approval of destruction orders for weeds and grass

PUBLIC COMMENT:

a. Joel Boone: Mr. Boone requested that the City replace the pine trees that were removed by MnDOT when the City constructed the walking path along Highway 44/76 near the City's North Park.

PRESENTATIONS:

- a. Mary Marchel, Director of Houston County Public Health:
  - i. Walk Your City Caledonia: Ms. Marchel reported on "Walk Your City Caledonia," a new initiative sponsored by Houston County Public Health and the Statewide Health Improvement Project that would create a map of walking and biking routes in the City. Marchel requested that the City join the partnership by installing and maintaining directional/informational signs on City property and in City rights-of-way. The Council agreed by consensus to participate by providing the requested support.
  - ii. Turkey Fest: Ms. Marchel reported that the plans for this event were still being developed and that she would report on it at a later date.

ADMINISTRATIVE COORDINATOR:

a. Tree site keys: Mike Gerardy reported on the problems the City was having with contractors not returning the keys to the City's diseased tree site. By consent the Council approved a policy pursuant to which any citizen wanting a key to the City's diseased tree site—for access on days the site is not open—will have to put down a \$100 deposit that will be refundable if the key is returned by the close of business the next business day the City is open; if the key is not returned by that time, the person will lose the deposit and will be charged

\$100/day for each additional day thereafter until the person owes a total of \$500—the cost of keeping a key for the calendar year.

CITY ACCOUNTANT:

- a. Cash and investments: Stephanie Mann reviewed the cash and investments for the City's governmental funds and enterprise funds through July 2016, which showed total cash and investments of \$5,730,284.70.
- b. Budget and actuals: Mann reviewed the budget and actuals for the City's governmental funds and enterprise funds through July 31, 2016. Mann reported that the City was 58% of the way through the budget year, and the City's general fund expenditures to date were 52% of what was budgeted for the year.
- c. Proposed levy for 2017: Mann presented Council with a proposed 2017 general fund budget and reviewed the significant changes from the 2016 general fund budget. Council reviewed the proposed 2017 general fund budget and asked Mann questions about some of the proposed increases and the capital equipment requests for 2017.

UNFINISHED BUSINESS:

- a. Status of search for full-time ambulance director: Clerk-Administrator Swann reported that the full-time ambulance director position had been formally offered to Mike Tornstrom. Council then discussed Tornstrom's request for 120 hours (3 weeks) of vacation leave rather than the 80 hours (2 weeks) that was offered. By consensus Council agreed that the vacation leave for the first year should remain at 2 weeks. No further action was taken by Council.
- b. Digital audio recording system for Council meetings: Member Fisch presented Council with a quote he had obtained from AVI Systems, Inc. for installing an audio recording system in the Council Chambers. The estimated cost for a system with 7 boundary mics was \$3,349. No further action was taken by Council.
- c. Review of respectful workplace policy for City employees: Council reviewed the current respectful workplace policy for City employees and City councilmembers and discussed whether the policy should be changed to allow City employees and councilmembers to carry firearms if they possessed the necessary MN permit. Member Burns moved to keep the policy as it was currently written. The motion was seconded by Member Fisch. Member Burns requested a roll-call vote. YES: Members Fisch, Schroeder, and Lemke. NO: Member Burns and Mayor Gran. The motion to keep the respectful workplace policy as written passed 3-2.
- d. Pool drop slide: Council discussed whether the diving board should be moved to allow for a larger slide than was originally included in the plans. Council also discussed whether the City should install a drop slide or pool slide. By consensus the Council agreed that the diving board should be moved to allow for a larger slide. By consensus the Council affirmed that it wanted to install the drop slide rather than a pool slide. By consensus Council agreed that the City should not buy the drop slide until the money for it had been raised.

NEW BUSINESS:

- a. Public hearing and consideration of request by JBB Real Estate, LLC for interim use permit and public hearing and consideration of request by JBB Real Estate, LLC for two setback

variances: At 6:27 p.m. the regular meeting was adjourned to hold a public hearing on the following: 1) a request by JBB Real Estate, LLC for an interim use permit at 110 N. Sunset Blvd. to use the property for office space, warehousing, shipping, and light machining; and 2) a request by JBB Real Estate, LLC for a 78' variance on the south property line of 110 N. Sunset Blvd. to be 32' from the property line and a 37' variance on the east property line to be 13' from the property line. Ben Thorud, an owner of JBB Real Estate, LLC, addressed Council about the proposed plan to convert the former KwikTrip property to office space for Tactacam, LLC and construct a 48'x 80' addition on the property. At 6:50 p.m. the public hearing was closed, and the regular meeting of the City Council was reconvened.

Member Burns moved to approve an interim use permit for the property at 110 N. Sunset Blvd. for five years to allow the property to be used for office space, warehousing, and light machinery. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

Member Lemke moved to approve a 78' setback variance on the south property line of 110 N. Sunset Blvd. and a 37' setback variance on the east property line. Member Schroeder seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Public hearing and consideration of City Ordinance 2016-003: An Ordinance Opting out of the Requirements of Minnesota Statutes, Section 462.3593: At 9:52 p.m. the regular meeting was adjourned to hold a public hearing on City Ordinance 2016-003, which would amend Chapter 153 ("Zoning") of the City Code to opt the City out of Minnesota Statute 462.3593, which creates and regulates temporary family health care dwellings. At 9:58 p.m. the public hearing was closed, and the regular meeting of the City Council was reconvened. Mayor Gran moved to approve City Ordinance 2016-003. The motion was seconded by Member Burns. All members present voted in favor of the motion, and the motion passed.

c. Operating Engineers Local #49 Health and Welfare Fund Participation Agreement for Bargaining Premium Employees and Operating Engineers Local #49 Health and Welfare Fund Participation Agreement for Non-Bargaining Employees: Council reviewed two participation agreements the Operating Engineers Local #49 Health and Welfare Fund wanted the City to sign. Council discussed the impact the agreements would have on the City's bargaining agreement, and the Council requested a legal opinion from the City attorney. No further action was taken by Council.

d. Hosted VoIP phone system proposal: Council reviewed a proposal from AcenTek to convert the City's phone system from standard audio into a digital format that can be transmitted over the internet. Under the proposal the City would enter a 36-month lease with AcenTek, and AcenTek would supply the City with new phones and provide all maintenance and support. The lease agreement was estimated to increase the City's monthly bill by \$353.23. Clerk-Administrator Swann reported that the new phone system was being considered because the City's current phones were no longer being made and the City was without technical support. No further action was taken by Council.

e. Assistant ambulance director: Council discussed the hours and role of the assistant ambulance director once the new ambulance director started. No further action was taken by Council.

f. Overtime report: Council reviewed the overtime report for City employees for the pay period August 1-14, 2016. No further action was taken by Council.

ANNOUNCEMENTS: The next regular meeting will be on Monday, September 12, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Schroeder, seconded by Member Burns. All members present voted in favor, and the motion was declared carried to adjourn at 8:30 p.m.

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Joshua D. Gran  
Mayor

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Adam G. Swann  
Clerk-Administrator