

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, May 22, 2017

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

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

ROLL CALL: Council members present: Mayor Schroeder, Robert Burns, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Michael Gerardy, administrative coordinator; Stephanie Mann, accountant; Adam Swann, clerk-administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; Ken Van Den Boom.

CONSENT AGENDA: Member Burns moved to approve the consent agenda except for items (f) and (g), and Member Vick seconded the motion. All members present voted in favor to approve the consent agenda, and the motion passed. The consent agenda comprised the following items:

- a. Approval of minutes from May 8, 2017 regular meeting
- b. Approval of ambulance subsidy agreements with Brownsville Township and Caledonia Township
- c. Approval of application from American Legion Post 191 for 1-day temporary on-sale liquor license on June 16, 2017
- d. Approval of application from Caledonia Founder’s Day for 1-day temporary on-sale liquor license on June 17, 2017
- e. Accept resignation of Matt Blocker as member of Caledonia Fire Department
- f. Accept resignation of Zach Swedberg as member of Caledonia Police Department
- g. Accept resignation of Craig Wurzel as member of Caledonia Police Department

PUBLIC COMMENT: None.

CITY ACCOUNTANT:

a. Review of cash and investments: City Accountant Stephanie Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$3,672,496.04 through April 2017. The total cash and investments had dropped by \$1,103,838.98 from March 2017 in large part because the City had paid the final invoice from Dairyland Power for Wild Turkey II Substation; the amount of the invoice was \$1,064,667.50. Mann also reported that the City had transferred \$80,000 from the capital improvement fund for the loan to JBB Real Estate, LLC.

ADMINISTRATIVE COORDINATOR:

a. Substation conversion project: Clerk-Administrator Swann reported that the electrical conversion project was completed successfully and that the substation next to City Hall no longer had a load. Swann reported that the power outages lasted less than 2½ hours for most customers. One property sustained damage to a pop machine from a power surge; Legacy Power Line Inc. had agreed to pay for the cost of the damage. Swann reported that Legacy Power Line Inc. completed the project for less than what had been bid. The City was invoiced \$50,739.36 for the work, which was \$31,089.64 less than the not-to-exceed bid of \$81,829.

b. Aquatic Center: Swann reported that the drop slide and spray features had been installed. Swann reported that the Minnesota Dept. of Health was going to be inspecting the pool on June 2 or June 5.

- c. Base pay study: Swann reported that he and members of the Personnel Committee—Bob Burns and Paul Fisch—had met with Paul Ness on May 16, 2017 to discuss the base pay study being prepared by Paul Ness. Swann reported that Accounts Payable/Payroll Clerk Dorothy Ranzenberger and Accountant Stephanie Mann had provided Paul Ness with a significant amount of information about City pay and employment requested by Paul Ness.
- d. Police officer positions: Swann reported that the City was publicly advertising for the full-time police officer position and 52-hour permanent part-time position. The application deadline was June 8, 2017.
- e. Liquor Store: Swann reported that the Municipal Liquor Store looked brighter after installing the new flooring and painting the walls. The Liquor Store would be open Friday, May 26, 2017 at the latest.
- f. Vandalism at concession stand: Swann reported that the concession stand at the Veterans Park fields had been vandalized over the weekend and that the City would be meeting with security companies to discuss solutions.

UNFINISHED BUSINESS:

- a. Recommendation from Personnel Committee re public works and zoning administrator position: Member Burns reported that after reviewing the applications for the public works and zoning administrator position, the Personnel Committee was recommending that the City revise the public works and zoning administrator position to make it a director position that would be exempt from the union. Member Fisch added that it was the Personnel Committee's recommendation to re-advertise the position. Member Burns moved to go forward with the restating of the application and job description and re-advertising of the position. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed. The consensus of the Council was that the Public Works Department would include the Electric Department and that the salary range would for the director position would be advertised at \$50,000-\$65,000.

NEW BUSINESS:

- a. Consideration of proposal to install pickleball courts: Ken Van Den Boom presented Council with a proposal to install a pickleball court on the southwest corner of the east tennis court. Mr. Van Den Boom offered to install the court if the City provided the materials. Mr. Van Den Boom's proposal included three options. Member Burns moved to approve option 2 (i.e., plan B) to refurbish an area of the tennis court for a pickleball court using materials from The Court Store at a cost to the City of \$586.85 plus the cost of sand and shipping. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.
- b. Resolution 2017-005: Resolution Honoring Michael F. Gerardy, Administrative Coordinator, for his Exemplary Service to the City of Caledonia, Minnesota: Council reviewed Resolution 2017-005. Member Fisch moved to approve the resolution. Member Vick seconded the resolution. All members present voted in favor of the resolution, and the resolution was approved.
- c. Request from Fire Dept. to purchase trailer: Council reviewed and discussed a request from the Fire Department to purchase a cargo trailer for \$3,000—using \$1,500 from the Fire Department budget and \$1,500 from the Caledonia Fire Relief Association. The consensus of the Council was to table further discussion until the next meeting so that the Fire Dept. could provide more information about the request.

- d. Review of potentially dangerous building at 502 E. Jefferson St.: Member Vick reported that the potentially dangerous building at 502 E. Jefferson St. had been demolished. No further action was taken by the Council.
- e. Consideration of waiver of statutory tort liability limits: Council discussed whether to waive the statutory limits on municipal tort liability. The determination was required annually by the League of Minnesota Cities Insurance Trust as part of the City's liability insurance renewal. Member Burns moved not to waive the statutory limits on municipal tort liability. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.
- f. Employee recognition policy: Council reviewed and discussed a proposed employee recognition policy that would recognize employees who retired from the City. The policy called for retiring employees to receive a resolution of appreciation, a plaque or keepsake, and an open house. No further action was taken by the Council.
- g. Authorization to increase credit limit on City credit card: Member Vick moved to increase the credit limit on the City credit card from \$3,000 to \$5,000. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.
- h. Authorization to change job title of secretary to assistant to clerk-administrator: Council reviewed and discussed a request from Clerk-Administrator Swann to change the job title of the secretary to assistant to the clerk-administrator. Swann explained that the purpose of the request was to make sure the job title reflected the duties of the position; Swann explained that the position involved considerable discretion and independence. Swann explained that the change in title would not impact the job duties at that time. Member Burns moved to change the job title of secretary to assistant to clerk-administrator. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.
- i. Authorization to advertise for position of part-time administrative assistant for Police Department: Council reviewed a proposed job description for a part-time administrative assistant at the Police Department and discussed whether to advertise for the position. The consensus of the Council was to table further discussion until the next meeting so that the clerk-administrator could talk with the police chief about a proposed schedule for the position.
- j. Consideration of proposal to add concrete to Veterans Park: Mayor Schroeder presented a proposal to Council to pave a section of grass in Veterans Park adjacent to the fence of the Caledonia Aquatic Center to prevent excess water and resolve mowing problems. The City had a quote from Meyer Bros., Inc. in the amount of \$3,755.00. Member Burns moved to approve the concrete work for the amount of \$3,755 using funding from the Parks and Recreation budget and transferring in to the budget funds from the capital improvement fund. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.
- k. Overtime report: Members reviewed the overtime report for the period April 24, 2017 – May 7, 2017. Members inquired about why one of the police officers had received comp time for training hours at a rate of time-and-a-half (as opposed to straight time). Clerk-administrator Swann reported that he would check on it after the meeting. No further action was taken by the Council.
- l. Request for donation to police reserves for National Night Out: Member Vick requested that the Council make a donation to the Caledonia Police Reserves in support of National Night Out on August 1,

2017. Mayor Schroeder moved to donate \$225 to the Caledonia Police Reserves in support of National Night Out. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

ANNOUNCEMENTS:

- a. The grand opening of the Caledonia Aquatic Center was scheduled for June 6, 2017 at 6:00 p.m.
- b. The next regular City Council meeting was scheduled for June 12, 2017 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Schroeder, seconded by Member Lemke. All members present voted in favor, and the motion was declared carried to adjourn at 8:00 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk-Administrator