

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, August 27, 2018

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, and Robert Lemke. Council member(s) absent: Randi Vick. City staff present: Casey Klug, public works and zoning director; Stephanie Mann, finance officer; and Adam Swann, clerk-administrator. Visitor(s) present: Matt Bauer, A.B.L.E., Inc.; Matt Mohs, WSB & Associates; Craig Moorhead, *Caledonia Argus*; and Allison Wagner, Community & Economic Development Associates.

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

- a. Approval of minutes from August 13, 2018 regular City Council meeting
- b. Approval of change order no. 1 for 2018 N. Kingston St. Reconstruction Project in amount of \$6,540 to replace granular borrow with breaker run material

PUBLIC COMMENT: None.

FINANCE OFFICER:

a. Review of cash and investments: Finance Officer Stephanie Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$5,332,034.28 through July 31, 2018.

b. Review of long-term debt: Mann reported that in July 2018 the Sewer Fund had made a payment of \$103,944.40 on the MN PFA Clean Water Revolving Loan. Mann reported that on July 18, 2018 the General Fund had made a final payment of \$7,147.93 on an interfund loan of \$116,880.46 from the Electric Fund to the General Fund for a street sweeper. Mann further reported that on August 1, 2018 the Water Fund had made a payment of \$9,670.50 on an interfund loan of \$332,074.11 from the Water Fund to the Sewer Fund for water meters. Mann further reported that on August 1, 2018 the General Fund had made a payment of \$5,000 on an interfund loan of \$15,000 from the Electric Fund to the General Fund for a wood chipper. Mann further reported that the CIP Fund (352) had transferred the \$120,000 in loan funds to Fund 417 for the North Kingston Street Reconstruction Project and that the Electric Fund had transferred its \$380,000 in loan funds to Fund 417 for the North Kingston Street Reconstruction Project. Mann noted that all payments for the E. South Street Reconstruction Project were being paid from the Sewer Fund until the end of the project.

c. Review of 2018 budget v. actual for General Fund, enterprise funds, and special revenue funds: Mann reported on the 2018 budget versus actual for the General Fund, enterprise funds, and special revenue funds through July 31, 2018.

CLERK-ADMINISTRATOR:

a. Updates:

i. Pool attendance numbers for 2018 pool season: Swann reported that Jessica Kohnen, the City’s utility billing clerk, had prepared a good spreadsheet totaling the daily pool admissions for 2018; a

copy had been included in the Council packets. Swann reported that the City had \$27,900 in admissions in 2018 versus \$27,200 in 2017. Swann further reported that revenues from swimming lessons had increased from \$4,100 in 2017 to \$5,300 in 2018 because the City had added extra private swimming lessons.

ii. Labor Agreement with Law Enforcement Labor Services: Swann reported that the final draft of the 2018-2019 labor agreement had been prepared and was ready for the mayor's signature.

PUBLIC WORKS/ZONING DIRECTOR:

a. Updates:

i. 2018 E. South St. and S. First St. Public Improvement Project: Public Works and Zoning Director Casey Klug reported that the road had rock on it and that the road was going to be paved at the same time as N. Kingston Street. Klug further reported that the City and contractor were waiting for parts for the new lift station. Several members inquired as to whether the City would receive a credit towards the project costs for paving both streets at the same time.

NEW BUSINESS:

a. Consideration of payment application no. 2 for 2018 N. Kingston St. Reconstruction Project: Matt Mohs, senior project manager for WSB & Associates, Inc. and the City's engineer/project manager for the 2018 N. Kingston St. Reconstruction Project, was present to answer questions about the payment application and to answer questions about the project generally. Mohs recommended payment of \$375,060.95 to A-1 Excavating, Inc., which was the amount identified on the payment application. Mohs reported that the project was holding close to estimated quantities. Mohs further reported that the road was strengthening due to the dry weather, but the City needed to continue to limit traffic on N. Kingston Street. Mohs noted that the City, A-1 Excavating, and WSB Associates would be conducting a roll test on September 5 to evaluate the strength of the street. Mohs further reported that curb and gutter installation were scheduled for September 17, which would then be followed by installation of sidewalks and driveways. Member Burns moved to approve payment application no. 2 in the amount of \$394,801, less \$19,740.05 in retainage, for a total payment of \$375,060.95 to A-1 Excavating, Inc. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of change order to replace outwalks as part of 2018 N. Kingston St. Reconstruction Project: Member Lemke moved to approve a change order in the amount of \$5,920 for the purpose of installing sidewalk outwalks between N. Kingston St. and sidewalks in the public right-of-way. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Public hearing re application by A.B.L.E., Inc. for two setback variances at 330 N. Badger St.: At 6:37 p.m. Member Burns moved to adjourn the regular meeting to hold a public hearing on an application by A.B.L.E., Inc. for two setback variances: 1) a setback variance of 26' to be 4' from the rear (east) property line and 2) a setback variance of 21' to be 9' from the front (west) property line. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed. The public hearing was convened at 6:37 p.m. Matt Bauer was present on behalf of the applicant, A.B.L.E., Inc. Bauer reported that A.B.L.E. was requesting the setback variance so that A.B.L.E. could construct a second garage because A.B.L.E. had converted one of the garages to a bedroom. Bauer further explained that A.B.L.E. needed the space to provide room for a tenant's vehicle. The members asked Bauer questions about the proposal and inquired as to whether the new garage could be reduced in size and/or altered to reduce the need for a setback variance. Bauer was not able to provide a definitive answer. At 7:16 p.m. Member Burns moved to adjourn the public hearing and reconvene the regular City Council meeting. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of application by A.B.L.E., Inc. for two setback variances at 330 N. Badger St.: At 7:16 p.m. the regular meeting was reconvened. Member Burns stated that he was not as concerned about the requested variance in the backyard because the house was already close to the property line and there was nothing behind the property except for the baseball field; however, Member Burns was concerned about the requested variance in the front yard, noting that a 21' variance would leave only 9' between the garage and the public right-of-way, which was not very much space. Several members of the Council requested that A.B.L.E. try to revise the proposed garage addition to limit the size of the project and reduce the amount of the requested variance. No action was taken by the Council on the application.

e. Consideration of Resolution 2018-014: A Resolution Adopting Policies for Administration of MN Department of Employment & Economic Development Small Cities Development Grant: Allison Wagner, Small Cities Development Program specialist for CEDA, was present to answer Council's questions about the proposed policies for administration of the Small Cities Development Program Grant—as well as to answer questions generally about the Small Cities Development Program Grant. Wagner reported that CEDA and Semcac were working on an environmental review that needed to be approved by the State of Minnesota before the City could start processing applications for funds. Wagner reported that once funds were released, she would be on-site at the City one day a week to answer questions about commercial and mixed-use rehab and that Cindy Curtis of Semcac would be the contact for questions about residential rehab. Wagner reported that they would be contacting property owners who had previously expressed interest during the survey phase and then contacting other property owners in the target areas. Wagner further reported that the State of Minnesota had agreed to allow cities up to 2.5 years to use the funds. Member Burns moved to approve Resolution 2018-014, a resolution adopting policies for administration of MN Department of Employment & Economic Development Small Cities Development Grant. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Consideration of proposal to implement pay rate of \$20/hr. for paramedics in Caledonia Ambulance Department: Swann reported that Ambulance Director Mike Tornstrom had proposed that the City implement a pay rate of \$20/hr. for paramedics in an effort to recruit paramedics, since the Caledonia Ambulance Service was authorized to provide advanced life support. Member Fisch moved to approve a pay rate of \$20/hr. for paramedics responding to ambulance calls, effective September 1, 2018. Mayor Schroeder seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Consideration of recommendation to hire James Marek as assistant to the clerk-administrator: Swann reported that based upon the interviews and the application materials of the candidates for the assistant to the clerk-administrator position, it was his recommendation and the recommendation of the interview panel to offer the position to James Marek. Swann reported that Marek's qualifications best prepared him to perform the essential functions of the position because of Marek's four years of service in the U.S. Navy, a degree in public administration, four years of customer service experience at Verizon, excellent references, a good writing sample, and experience with web design. Swann reported that he had made a conditional offer to Marek, who had said he would take the position if approved by Council. Swann reported that Marek was tentatively planning on starting on September 4, 2018. Member Burns moved to approve hiring James Marek as the assistant to the clerk-administrator at an hourly wage of \$17.68. Member Lemke seconded the motion. The motion passed 3-0, with Member Fish abstaining due to one of the candidates being a relative. The motion passed 3-0.

h. Overtime report: Members reviewed the overtime report for the pay period July 30, 2018 – August 12, 2018. No further action was taken by the Council.

ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for September 10, 2018 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Lemke, seconded by Member Burns. All members present voted in favor, and the motion was declared carried to adjourn at 8:43 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk-Administrator