

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, March 25, 2019

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 Chambers 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, David Fitzpatrick, Paul Fisch, Brad Rykhus, and Randi Vick. City staff present: Nate Becker, electric line worker (6:05 p.m.); Matt Blocker, electric line foreman (6:13 p.m.); Casey Klug, public works and zoning director; Stephanie Mann, finance officer (at 6:35 p.m.); Adam Swann, clerk/administrator; and Mike Tornstrom, ambulance director. Visitor(s) present: Craig Moorhead, *Caledonia Argus*.

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

- a. Approval of minutes from March 11, 2019 regular City Council meeting
- b. Approval of application from Houston County Fair for 4-day temporary on-sale liquor license for August 14-17, 2019
- c. Approval of application from Houston County Fair for 1-day temporary on-sale liquor license on August 18, 2019
- d. Approval to hire Alyssa Meiners as a lifeguard for Caledonia Aquatic Center for 2019 summer season

PUBLIC COMMENT: None.

FINANCE OFFICER:

a. Report on cash and investments: Finance Officer Stephanie Mann reported that the cash and investments for the City’s governmental, special revenue, and enterprise funds totaled \$3,549,706.10 through February 28, 2019. Mann reported that the payment in lieu of transfer in the amount of \$210,000 had been made from the Electric Fund to the General Fund. Mann reported that the CIP Fund had transferred \$68,395 to the General Fund as budgeted. Mann reported that the Sewer Fund had received transfers from the Water Fund and Stormwater Fund for their portions of the 2018 E. South St. and S. First St. Public Improvement Project.

b. Report on long-term debt: Mann reported that in January and February 2019 the City made the following debt payments:

Certificate of Indebtedness 2009 = \$11,574 (final payment)
Certificate of Indebtedness 2013 = \$18,365 (final payment)
G.O. Tax Abatement Bond 2014A = \$34,690
G.O. Street Reconstruction & Utility Bond 2018A = \$34,062
G.O. Tax Abatement Bond 2016A = \$91,065
G.O. Sewer Revenue Note 2012A = \$12,769
MN PFA Clean Water Revolving Loan = \$10,238

c. Review of 2019 budget v. actual for General Fund, enterprise funds, and special revenue funds: Mann reported on the 2019 budget versus actual for the General Fund, enterprise funds, and special revenue funds through February 28, 2019.

PUBLIC WORKS & ZONING DIRECTOR:

a. Caledonia Shade Tree Program: Public Works and Zoning Director Casey Klug reported on Caledonia's Shade Tree Program for 2019. Klug reported that he had prepared a list of 10 trees that would be available for purchase using trees recommended by the University of Minnesota. Klug reported that residents could order up to three trees per property for \$10 per tree.

b. Houston County State Aid Highway 3 Rehabilitation Project: Klug reported that Houston County was not going to be installing the flashing beacons as part of the Houston County State Aid Highway 3 Rehabilitation Project because the bid for each flashing beacon was more than triple what had been estimated.

c. Spring Cleanup: Klug reported that Spring Cleanup was scheduled for April 22 – May 2, 2019.

CLERK/ADMINISTRATOR:

a. Updates:

i. Wastewater treatment facility plan: City Clerk/Administrator Adam Swann reported that he, Klug, and Water/Wastewater Operator Craig Nelson had met with Mike Gerbitz of Donohue & Associates on March 19, 2019 for the first meeting as part of the wastewater treatment facility plan.

ii. Summer baseball and softball program: Swann reported that if Council approved hiring Theresa Huff and Shaun Bauer as co-managers of the summer baseball and softball program, signups would be April 1-17, 2019.

NEW BUSINESS:

a. Consideration of proposal for wage increase for Caledonia Ambulance Department EMRs and EMTs: Caledonia Ambulance Director Mike Tornstrom summarized his proposal to increase EMR and EMT wages. The proposal included the following increases: 1) raising the hourly pay for EMR calls by \$1 (i.e., from \$13 to \$14); 2) raising the standby time pay for EMRs from \$1 to \$1.50 for all hours; and 3) raising the hourly pay for EMT calls by \$1 (i.e., from \$15 to \$16). Mayor Schroeder moved to approve the proposed wage increases presented by Director Tornstrom. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of Resolution 2019-005: A Resolution Adopting the City of Caledonia Distributed Energy Resource Interconnection Process and Associated Policy and Rules: Electric Division Line Foreman Matt Blocker and Electric Line Worker Nate Becker reported on a seminar about distributed energy resource interconnection they had attended that had been held by STAR Energy Services, LLC and the Minnesota Municipal Utility Association. Blocker and Becker described the model interconnection process, policy, and rules prepared by STAR Energy Services, LLC and the MMUA and reported that municipal utilities needed to adopt an interconnection process by June 17, 2019. Mayor Schroeder moved to approve proposed Resolution 2019-005, with the amendment that the PUC deadline for updating the interconnection be changed from July 1, 2019 to June 17, 2019 in the resolution. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Consideration of recommendation to hire Carson Coffield as assistant to clerk/administrator: Swann reported that the interview panel had interviewed five candidates for the position of assistant to

clerk/administrator, and it was their recommendation that the Council approve hiring Carson Coffield for the position at the minimum step of \$18.03/hr., with Coffield starting part-time on April 1 and then working full-time after his graduation from UWL in May. Member Fisch moved to approve hiring Carson Coffield as assistant to the clerk/administrator at the minimum step of \$18.03/hr., starting part-time on April 1, 2019 and then full-time in May 2019. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of recommendation to hire Theresa Huff and Shawn Bauer as co-managers of the summer baseball and softball program: Member Vick moved to approve 1) hiring Shawn Bauer as manager of the pee wee/teeball divisions of the summer baseball and softball program at \$14/hr. and 2) hiring Theresa Huff as manager of the 9U to 14U divisions of the summer baseball and softball program at \$14/hr. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Consideration of proposal to make offer for purchase of real property in the City of Caledonia (parcel ID 211047000): Swann reported that the City had been notified that parcel ID 211047000 was going to be sold to a 501(c)(3) entity, so the City would need to delay making an offer. No action was taken by the Council.

f. Overtime report: Members reviewed the overtime report for the pay period February 25, 2019 – March 10, 2019. No further action was taken by the Council.

ANNOUNCEMENTS:

a. The next regular Council meeting was scheduled for April 8, 2019, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch, seconded by Member Fitzpatrick. All members present voted in favor, and the motion was declared carried to adjourn at 7:36 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk/Administrator