

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, May 13, 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, Paul Fisch, David Fitzpatrick, Brad Rykhus, and Randi Vick. City staff present: Casey Klug, public works and zoning director; Adam Swann, clerk/administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Fisch moved to approve the consent agenda. Member Fitzpatrick seconded the motion. Mayor Schroeder and Members Fisch, Fitzpatrick, and Vick voted in favor of the motion; Member Rykhus abstained. The motion passed, and the consent agenda was approved. The consent agenda comprised the following items:

- a. Approval of minutes from April 22, 2019 regular City Council meeting
- b. Approve hiring of Jacob Staggemeyer as summer peewee and tee-ball coach at wage of \$10.50/hr.
- c. Approve hiring of Myron Kinneberg as seasonal park area maintenance employee at wage of \$11.00/hr.
- d. Approve hiring of Brett Levin as part-time police officer for Caledonia Police Department
- e. Approve hiring of Councilmember Brad Rykhus as emergency medical responder (EMR) for Caledonia Ambulance Department
- f. Choose not to waive the monetary limits on municipal tort liability, established by Minnesota Statutes, Section 466.04, for period July 1, 2019 through June 30, 2020

PUBLIC COMMENT: None.

CLERK/ADMINISTRATOR:

- a. Updates:
 - i. N. Kingston St. Reconstruction Project: Clerk/Administrator Swann reported that paving of N. Kingston St. was expected to occur at the end of May.
 - ii. County State Aid Highway 3 Project: Swann reported that the CSAH 3 project started today and was expected to be finished in early August. Swann reported that the first phase of the project was going to involve replacing pedestrian ramps at intersections. Swann further reported that the City had posted a notice about the project on the City website and informed residents that they could contact Houston County Engineer Brian Pogodzinski or Houston County Engineering Supervisor Justin Conway if they had questions or concerns about the project.
 - iii. Preliminary timeline: Production Well No. 8: Swann reported on the preliminary timeline for the funding, design, and construction of the new well. Swann noted that on May 3, 2019 the City had submitted its proposal to the Minnesota Department of Health to be added to

the Project Priority List. Swann further noted that the next step would be to submit a request to the Public Facilities Authority to be added to the Intended Use Plan.

iv. Police Department building repairs: Swann thanked Public Works and Zoning Director Klug for his work in overseeing the repairs to the Police Department building, which were needed after the building sustained water damage during winter. Swann also thanked Klug for completing the security improvements that had been needed.

NEW BUSINESS:

a. Public hearing re proposed Ordinance 2019-02: An Ordinance Amending Permitted Uses in an R-1, Suburban Residential District, and Amending City Code Sections 153.064(A), 153.079(A), 153.109(A), 153.124(A), 153.132(A), 153.139(A), and 153.154(A) to Revise Height Regulations in All Zoning Districts: At 6:44 p.m. Member Vick moved to adjourn the regular City Council meeting to hold a public hearing on proposed Ordinance 2019-02, an ordinance amending permitted uses in an R-1, Suburban Residential District, and amending City Code Sections 153.064(A), 153.079(A), 153.109(A), 153.124(A), 153.132(A), 153.139(A), and 153.154(A) to revise height regulations in all zoning districts. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed. The public hearing was convened at 6:44 p.m. No members of the public were present who wanted to address Council about the proposed ordinance. Neither the councilmembers nor City staff had received concerns from the public about the proposed ordinance. At 6:49 p.m. Member Rykhus moved to adjourn the public hearing and reconvene the regular City Council meeting. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed. The regular City Council meeting reconvened at 6:49 p.m.

b. Consideration of proposed Ordinance 2019-02: An Ordinance Amending Permitted Uses in an R-1, Suburban Residential District, and Amending City Code Sections 153.064(A), 153.079(A), 153.109(A), 153.124(A), 153.132(A), 153.139(A), and 153.154(A) to Revise Height Regulations in All Zoning Districts: Member Vick moved to approve proposed Ordinance 2019-02, an ordinance amending permitted uses in an R-1, Suburban Residential District, and amending City Code Sections 153.064(A), 153.079(A), 153.109(A), 153.124(A), 153.132(A), 153.139(A), and 153.154(A) to revise height regulations in all zoning districts. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Review of potential public nuisances at 318 N. 1st St., 324 W. Main St., and 602 N. Winnebago St.: Council reviewed and discussed the letters and photos that had been mailed to Michael Connor, who owned the properties at 318 N. 1st St., 324 W. Main St., and 602 N. Winnebago Street. Public Works and Zoning Director Klug reported on the condition of the properties since the letters had been mailed:

(i) 318 N. 1st St.: Klug reported that the property had a trailer filled with household items and junk. Klug further reported that the backyard had a pile of debris.

(ii) 324 W. Main St.: Klug reported that the garbage had mostly been cleaned up but that there were numerous pieces of equipment in the yard that weren't being used, including scooters, snow blowers, push lawn mowers, and riding lawn mowers.

(iii) 602 N. Winnebago St.: Klug reported that the property still had piles of wood and other materials and junk on the side of the house and in front of the house.

Member Rykhus moved to declare the properties nuisances and to give the property owners 10 days to abate the nuisances. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of quote from Dunn Blacktop Company to mill and pave 685 feet of Esch Drive for cost of \$59,190: Member Fisch moved to approve a quote from Dunn Blacktop to mill and pave 680 feet of Esch Drive for cost of \$59,190. Member Rykhus seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Consideration of Amendment No. 2 to Site Lease Agreement between City of Caledonia and Alltel Corporation (d/b/a Verizon Wireless): Council reviewed a proposed Amendment No. 2 to the site lease agreement between the City of Caledonia and Alltel Corporation (d/b/a Verizon Wireless) for use of the City's water tower for antennas and equipment. The agreement would extend the existing agreement for a 5-year term starting December 19, 2021 and would automatically renew for a second 5-year term starting December 19, 2026. The agreement would also increase the monthly rent by 2.5% each year starting January 1, 2022 and would impose a monthly fee of \$100 for each additional antenna added to three antennas already on the water tower. Member Rykhus moved to approve the proposed Amendment No. 2 to the site lease agreement between the City and Alltel Corporation (d/b/a Verizon Wireless). Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Consideration of revised job description for water/wastewater supervisor position: Council reviewed and discussed a revised job description for the water/wastewater supervisor position. Swann explained that the proposed changes were relatively minor and were intended to ensure that the job description reflected the City's current organizational structure. By consensus the Council changed one of the essential functions to state that the position would be required to conduct operational tests on a daily basis and maintain all records as required by state regulatory agencies. Mayor Schroeder moved to approve the revised job description. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion was approved.

g. Consideration of website development proposal from Vision Design Group: Council reviewed and discussed a proposal from Vision Design Group to develop a website for the City at a cost of \$3,100 and to provide ongoing support for \$35/mo. plus \$120 every two years for a SSL certificate. Swann reported that the City had also obtained quotes from Granicus and Municode. The quote from Granicus for a standard website was \$7,500 plus an average \$3,448.10/yr. for annual hosting and support. The quote from Municode for a standard website was \$4,600 plus \$1,800/yr. for annual hosting and support. Swann reported that Vision Design

Group designed the websites and provided hosting services for the City of La Crescent and St. Charles. Member Vick moved to accept the proposal from Vision Design Group to design a website for \$3,100 plus provide ongoing support and hosting for \$35/mo. (plus \$120 every two years for a SSL certificate). Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

h. Overtime report: Members reviewed the overtime report for the pay periods April 8 – 21, 2019 and April 22 – May 5, 2019. No further action was taken by the Council.

i. Prepaid claims: Members reviewed the prepaid claims for the period April 10, 2019 – May 10, 2019, which totaled \$435,207.27. Mayor Schroeder expressed concern about the bill from RCT Sewer & Vac in the amount of \$2,720. Member Fisch requested more information about how the \$2,000 fee was calculated by the Houston County Attorney's Office for the City's contribution to the Houston County Victim/Witness Office. Member Vick requested more information about charges in the amount of \$1,226.45 for items purchased at Menards for the legion shelter and pool. Member Fisch moved to approve the prepaid claims as presented. Mayor Schroeder seconded the motion. All members present voted in favor of the motion, and the motion passed.

j. Claims payable: Members reviewed the claims payable for May 2019, which totaled \$209,083.44. Member Vick moved to approve the claims payable as presented. Member Fitzpatrick seconded the motion. All members present voted in favor of the motion, and the motion passed.

ANNOUNCEMENTS:

a. The next regular Council meeting was not going to be held on Monday, May 27, 2019 because of Memorial Day. There was going to be a special City Council meeting on May 29, 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 7:25 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk/Administrator