REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, September 22, 2008

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

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members: Randi Vick, Gary Klug, Robert Standish and Peggy Perry. Members absent: None. Consultants and City staff present: Mike Gerardy, Stephanie Mann, DeWayne Schroeder and Robert L. Nelson. Visitors present: Paula Rask, Judy Russert, Lorene Stoltz, Tim Breza, Doug and Jackie Colsch, Steve and Nancy Peter and Charlie Warner, Reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Klug, seconded by Member Standish, to approve the Consent Agenda Items, listed below. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, September 8, 2008, as presented.

B. REGIONAL MMBA MEETING: To authorize Patty Gavin, Liquor Store Manager, to attend a Regional MMBA Meeting in Austin, MN, on October 22 for a $15 registration fee. Usual and customary expenses will be reimbursed.

C. EXEMPT PERMIT: To approve an Application for Exempt Permit, submitted by the Caledonia Wrestling Club, proposing to conduct a raffle at the Caledonia High School, 825 North Warrior Avenue on February 13, 2009.

VISITORS AND COMMUNICATIONS
A. MEMBERSHIP INVITATION: Tim Breza, Coalition of Greater Minnesota Cities, reviewed the mission statement and various reasons why the coalition exists and encouraged the City Council to join, beginning with a free seminar to be held in November. Following his presentation, he requested that the City contact him to state whether or not they would choose to become members of the Coalition of Greater Minnesota Cities.

B. WINNEBAGO STREET PROPOSED IMPROVEMENTS: Steve and Nancy Peter and Doug and Jackie Colsch discussed the proposed Winnebago Street improvements with the Council, indicating their objection to any sidewalks being installed with project along the east side of Winnebago Street adjacent to the Winnebago Estates development. Doug Colsch particularly did not want loose the trees bordering the west side of his property along the right of way line. Clerk Nelson informed the visitors that the plans are still under preparation with the layout of the electrical works for street lighting to be decided. The visitors offered objection to the sidewalk on the draft plan being located approximately 10' from the back of the curb. They indicated their beliefs that all other sidewalks in the City are located approximately 5' from the back of the curb. At the end of the discussion, the Council agreed that they would keep them posted on conditions of the street improvement plan as it progressed.

C. RECREATION FIELD: Amanda Kohlmeyer, who had requested to speak to the Council about the possibility of beginning a woman's softball traveling league, was not present at the meeting.

D. ADMINISTRATIVE COORDINATOR TOPICS:

1. ZONING APPLICATION – RUSSERT: Judy Russert, 703 South Winnebago Street, described her proposal to replace an old garage with a new 24' x 30' unattached garage, located approximately 7' from the north (side) property line, requiring a 3' setback variance. Following discussion, a motion was made by Mayor Morey, seconded by Member Klug, to approve the Zoning Application and grant the 3' setback variance. All members voted in favor and the motion was declared carried.

2. WATER TOWER CLEANING PROJECT: Mr. Gerardy reported that the cleaning of the water towers and spot repair had been completed with the contractor charging the proposal price of $3,200 per tower for a total of $6,400 for the cleaning work and $1,800 for painting touchup, and the like. The original proposal had been for $1,800 for each of the towers for touchup, but because so little work was required, the contractor charged $1,800 total for the touchup done on both towers.

3. SHADE TREE PROGRAM: Mr. Gerardy requested whether or not the Council wished to conduct the Shade Tree Program which had been postponed for 2 or 3 years because of a lack of funds. He reported that many trees have been dying and have been removed in the City and it would be beneficial to re-establish the numbers of healthy trees. Following discussion, a motion was made by Member Klug, seconded by Mayor Morey, to conduct a Shade Tree Program for the Spring of 2009 and charge $10 per tree to the residents. Members voting in favor: Morey, Klug, Standish and Perry. Opposed: Vick. The motion was declared carried.

4. STORAGE ROOM: Mr. Gerardy reported that the Eagle Scouts, who proposed to construct shelving for a storage area at the rear of City Hall was prepared to proceed with the project and estimated a cost of up to $1,500 for material. Following discussion, a motion was made by Mayor Morey, seconded by Member Standish, to authorize the Eagle Scouts to proceed with the project and authorize funding for an amount of up to $1,500 for necessary materials. All members voted in favor and the motion was declared carried.

5. CITY AUDITORIUM ROOF REPAIR: Mr. Gerardy advised the Council that advertisement for auditorium roof repair had been made and bids were invited for presentation at the October 13 Council Meeting.

6. WELL SEALING DEMONSTRATION: Mr. Gerardy said a well sealing seminar and demonstration was to be held this week in Rushford, sponsored by the MMUA. He requested authorization for DeWayne Schroeder, Tony Klug and himself to attend. A motion was made by Member Vick, seconded by Mayor Morey, to approve the attendance of the 3 city personnel. All members voted in favor and the motion was declared carried.

E. CITY ACCOUNTANT REPORT

1. CASH AND INVESTMENT BALANCES: Stephanie Mann, Accountant, reviewed the cash and investment balances as of August 31, 2008, showing a cash balance of $453,237.86 and an investment balance of $2,415,000.

2. BUDGET WORKSHEET: Ms. Mann reviewed the budget worksheet for all funds and answered questions of the Council. While the General Fund budget for 2008 is $2,038,390, expenditures through August 31 are $1,649,169.10.

F. CLOTHING ALLOWANCE ISSUE: DeWayne Schroeder, President of the Caledonia Employee Association, addressed the Council concerning action taken at the past meeting for clarification of a clothing allowance issue for Mike Gerardy and Myron Kinneberg. Since the clothing allowance is $60 for inside personnel and $125 for outside personnel, the issue came up of those two employees who spend a significant amount of time working outside. The Council solution was to grant ½ of the inside amount plus ½ of the outside amount for a calculated clothing allowance of $92.50. Mr. Schroeder, who said he was there on his own behalf and not acting as President of the Association, said the issue should not have been considered at all because the Labor Agreement is finished and should stand for the calendar years of 2008 through 2010. If it were to be addressed, it should have rightfully been submitted to the Association first, then to the City Council. He said he felt the Council action was offensive to the Labor Agreement. Clerk Nelson said when the issue came up, his automatic reaction was to take it to the Council for consider, failing to remember to pass it by the Association before hand. Council Members Vick and Klug commented that they thought it may have already been presented to the Association and was then presented to the Council for final decision. Following discussion, a motion was made by Member Vick, seconded by Member Klug, to rescind the motion to clarify the clothing allowance for a calculated rate of $92.50 for Mike Gerardy and Myron Kinneberg. Members voting in favor: Vick, Klug and Standish. Opposed: Morey. Abstaining: Perry. The motion was declared carried.

G. ELECTRIC DEPARTMENT EQUIPMENT: On behalf of the Electric Department staff, Clerk Nelson reviewed a request to purchase a monitor which has the ability to read a variety of information on performance of electric lines. The City had recently hired Tri-County Electric Cooperative to check lines with its instrument at a cost of $1,200 for one day's labor. The desired machine costs $7,000. Following discussion, the Council agreed by general consensus to have the monitor placed in the 2009 budget requisitions for the electric department.

OLD BUSINESS

A. EXPENSE REIMBURSEMENT: Clerk Nelson reminded the Council that a couple meetings ago, a request had been submitted by Matt Blocker for the Council to pay a $25 renewal fee for his re-certification as a Journey Lineman. At the time Nelson said his recommendation was to have Mr. Blocker pay the fee personally while the City checked to determine whether or not such renewal fees were paid for other personnel in other career fields. Now having found that several personnel have renewal fees of their licenses or certifications paid by the City, Nelson recommended that the City reimburse Mr. Blocker his $25. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to reimburse Matt Blocker $25 for the renewal of his Journey Lineman Certification. All members voted in favor and the motion was declared carried.

NEW BUSINESS

A. CONTRIBUTION REQUESTED: A request from SEMCAC for a contribution to purchase a new transit bus was presented to the Council. After brief review, by general consensus the Council directed that the petition be submitted with other materials at the time of setting the City budget.

B. SUNDAY LIQUOR LICENSE: Clerk Nelson reported the American Legion Club requests a Sunday Liquor License to begin on or about October 1, 2008, and indicated that they serve pizza and short orders to qualify for the Sunday Liquor License. Since the majority of the year is past, Clerk Nelson asked the Council if they wished to prorate the license fee of $100 to an amount of $25 for the remaining months of October through December. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to approve the Sunday Liquor License for a prorated fee of $25. All members voted in favor and the motion was declared carried.

C. LIQUOR STORE EMPLOYEE: Clerk Nelson informed the Council that Patty Gavin requested authorization to add a person as a part-time Clerk to the Liquor Store Staff, Justin Cole was recommended for hire. Following discussion, a motion was made by Member Standish, seconded by Member Klug, to hire Justin Cole as a part-time liquor store clerk for minimum wage to be increased to $7.50 per hour after successfully completing a 3 month probationary period. All members voted in favor and the motion was declared carried.

D. EDA POSITION: Clerk Nelson distributed copies of the Economic Development Director position contract from Southeast Consultants, Inc. The contract proposed a 2009 salary of $34,592, which is an increase of $1,170 or 3.5% over the 2008 contract amount of $33,422. Following brief discussion, the Council agreed by general consensus to table the issue until the budget hearing.

E. SIDEWALK GRANT: Clerk Nelson reported that Shawn Peter, Houston County Department of Transportation, had contacted the Clerk's Office with information about sidewalk grants available through the Minnesota Department of Transportation. The grant application period is from September 2 – November 21 and there are some seminars to inform applicants of the application procedure. Nelson requested authorization for Mike Gerardy and himself to attend a workshop at Rochester on October 16. Following discussion, a motion was made by Member Vick, seconded by Member Standish, to authorize Mike Gerardy and Bob Nelson to attend a workshop on October 16 and draft a grant application for the program known as Safe Routes to School. Members voting in favor: Morey, Vick, Standish and Perry. Member Klug was temporarily out of the room. The motion was declared carried.

F. FIRE DEPARTMENT STAFFING: Upon the recommendation of the Fire Chief, a motion was made by Mayor Morey, seconded by Member Perry to appoint Jason Klug as a volunteer firefighter. All members voted in favor and the motion was declared carried.

G. REQUEST TO SPONSOR GAME: Clerk Nelson informed the Council that the Clerk's Office had received a call from KNEI Radio asking if the City of Caledonia would be interested in a 10 second advertisement, costing $50, for a football game between the Caledonia Warriors and Fillmore Central to be played at Caledonia the next Friday evening. Following brief discussion, a motion was made by Member Standish, seconded by Member Klug, to agree to the $50 advertisement. Members voting in favor: Standish. Opposed: Morey, Vick, Klug and Perry. The motion was declared failed. Member Standish asked that the caller from KNEI Radio contact him personally and he would agree to pay the $50 advertisement fee.

CLERK'S REPORT

A. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report for August 2008, showing a Total Average Monthly Nitrogen Level of 4.5 mg/l.

B. THANK YOU: A copy of a letter from the Relay for Life, American Cancer Society, was distributed to Council Members thanking them for the City allowing the 2008 Houston County Relay for Life to be held in the City limits of Caledonia. The sponsors appreciated the cooperation of the City Street Department supply them with barricades and cleaning and weeding the sidewalk areas.

C. SPECIAL MEETING: Clerk Nelson reported that Mayor Morey had called a Special Meeting for 7:00 p.m., Wednesday, September 24, 2008. The purpose of the meeting was to advise the Fire Chiefs of purchasing methods and procedures which should be implemented and to consider fees for mutual aid assistance.

MISCELLANEOUS ITEMS

A. DWI FORFEITURE: Clerk Nelson reported that Houston County had sent $76.50 to the City of Caledonia for its share of a DWI vehicle forfeiture and sale. This amount would reimburse the City for the City Attorneys expense in handling this case.

B. COUNCIL MEMBER HOURS OF SERVICE: Clerk Nelson reminded the Council they are to turn their hours in for meetings with city staff and other eligible hours for payment of the 3rd Quarter period.

C. TRANSPORTATION: Clerk Nelson reported that Tony Gundersen stopped at the Clerk's Office saying he was establishing a transit business from Mabel to LaCrosse and was looking for an approved location where he could pick-up and drop-off patrons. Clerk Nelson recommended and the Council concurred with using the City parking lot west of the Municipal Liquor Store.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Vick. All members voted in favor, the motion was declared carried and the meeting then adjourned at 9:00 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, October 13, 2008, in the Council Room, City Hall.

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Michael J. Morey, Mayor

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Robert L. Nelson
City Clerk – Administrator

SPECIAL MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Wednesday, September 24, 2008

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members: Randi Vick, Gary Klug, Robert Standish and Peggy Perry. Members absent: None. Consultants and City staff present: Stephanie Mann, Robert L. Nelson, Chuck Gavin, Walter MaComber Sr., Matt Hoscheit, Mike Meiners, Nathan Speltz, Kevin Schmidt, Kevin Jacobson, Matt Klug, Dan Schwirtz, Walter MaCromber Jr., Adam Peterson, Dan Stemper, Todd Lemke, Tom Esch, Doug Ely, and Zach Gengler. Visitors present: Greg Myhre, Rosine MaComber, Glen Meiners, Terry Botcher, Bob Burns and Glen St. Mary.

BUSINESS ITEM

A. FIRE DEPARTMENT POLICIES AND PRACTICES, PARTICULARLY PURCHASING: Mayor Morey explained the reason for the meeting was the purchasing practices of the fire department in that they often fail to receive advanced permission from the City Council before making purchases. Glen Meiners, Mayville Town Board Member, asked to review a little history of the fire department before the group. Mr. Meiners said the cooperation between the Rural Fire District and City Fire Department began in 1947 with the formation of the Rural Fire District. The Rural Fire District purchased its own pumper. Years later the City

needed to purchase a new pumper and at that time the two governmental entities decided to go 50/50 on all purchases. Had that agreement not been made the City would have had to purchase its own new pumper. Stephanie Mann, City Accountant, reviewed the budget and actual expenditures and revenues for 2008 to date and extended the calculations to December 31 for expenditures such as wages and insurance which are based upon past years history, concluding with an estimated deficit of approximately $7,600. Again, this calculation does not allow for any expenses of any type from this date forward through the end of the year other than wages, insurance, and a few known expenses. There was extensive discussion over the Councils consideration of the $84.00 eye glass expense for a firefighter during the meeting held September 8, 2008. Chief Gavin asserted that he felt as though he had no discretionary authority with regard to purchases of any kind and was now hesitant to order anything for the fire department. There were also complaints over the Councils failure to immediately accept an offer of a $1,100 portable pump which was to be contributed to the City by the fire relief association gambling account and the firefighters support group foundation. The Council asserted its authority for making decisions on purchases and to direct personnel, meaning that even items to be donated to the City may be subject to scrutiny. The original statement of intent for the portable pump was to pump water out of basements in the kinds of severe rainfalls happening in the past year in this area. Chief Gavin said he had items needing to be purchased at the moment such as a $420 suction hose and $5,000 worth of inspection which should be performed on the various fire vehicles. There was very lengthy discussion back and forth about the needs and wants of the fire department and the rights of authority of the City Council. Following discussion, Chief Gavin asked if the City Council were willing to accept the donation of the portable pump at this time, explaining that it had a variety of uses and a value of $1,100. Following discussion, a motion was made by Mayor Morey, seconded by Member Standish, to accept the donation of a $1,100 portable pump. All members voted in favor and the motion was declared carried. Further, a motion was made by Mayor Morey, seconded by Member Standish, to clarify for the Fire Chief that the purchasing rights of the Fire Department are the same as for other City departments, meaning that up to a $1,000 may be spent under normal conditions without advanced authorization to accomplish safety improvements, implement OSHA recommendations, perform maintenance and repair of equipment and replacements of small equipments. All members voted in favor and the motion was declared carried. Further clarification was made that this does not mean the City Council shall never question the Fire Department on items of purchase or ask to be advised of necessary, known expenditures even though they may be routine for future spending.

B. MUTUAL AID RATE: Chief Gavin said the Fire Chiefs had gotten together and agreed upon a mutual aid rate which generally involves charging for the firefighters time, most of which City's charge $10 per hour although Caledonia charges $12 per hour and reimbursement of actual fuel expense.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Klug. All members voted in favor, the motion was declared carried and the meeting then adjourned at 9:01 p.m.

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Michael J. Morey, Mayor

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Robert L. Nelson
City Clerk - Administrator