

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, February 11, 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: Paul Fisch, Randi Vick, Gary Klug and Robert Standish. Members absent: None. Consultants and City staff present: Chuck Gavin, Matt Hoscheit, Nathan Speltz, Mike Meiners, Matt Klug, Jesse Peterson, Mike Gerardy, Tim Murphy and Robert L. Nelson. Visitors present: Jim Jennings, Nick Gengler and Charlie Warner, Reporter.

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

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, January 28 and Special Meeting held Monday, February 4, 2008, as presented.

B. MMUA WINTER CONFERENCE: At this time there were no council members who indicated they wished to attend the 2008 Winter Legislative Conference to be held March 13 – 14, at the Holiday Fair Select, Bloomington, MN.

C. MMUA CIP ASSESSMENT: To authorize payment to MMUA the City of Caledonia's Assessment of \$417 for the purpose of lobbying and disseminating instructions regarding the conservation improvement programs of electric utilities.

D. OFFICE EQUIPMENT: To authorize the purchase of a laminator shown on Addendum #4 for a cost of \$344.99.

E. OFFICE EQUIPMENT: To authorize installation of a server for the computers in the City Clerk's Office, Accountants Office and Administrative Coordinator's Office for the quoted amount of \$9,709.72, understanding the installation was to take place on a Saturday and 1 of the office staff would receive overtime payment for assisting the installer.

VISITORS AND COMMUNICATIONS

A. ADMINISTRATIVE COORDINATOR

1. ZONING APPLICATION – GENGLER: Mike Gerardy, Administrative Coordinator, and Nick Gengler explained Mr. Gengler's proposal to construct a 30' x 40' garage and storage area at a location approximately 23' from the west property line and 35' from the east property line on a parcel which has a residential and industrial zoning division. Following discussion and questions from the Council, a motion was made by Member Klug, seconded by Member Standish, to approve the application and grant a 52' setback variance on west (side) property line; a 31' setback variance on the south (front) property line; a 50' setback variance on the north (rear) property line; and a 7,472 square foot variance on minimum lot size, having a lot of 12,528 square feet as opposed to the minimum 20,000 square foot area. All members voted in favor and the motion was declared carried.
2. ZONING APPLICATION – JENNINGS: Jim Jennings, dba Caledonia True Value, 520 Old Highway Drive, described along with Mr. Gerardy his proposal to construct a 40' x 54' addition onto the south side of the existing commercial building which would then be located approximately 18' from the south (front) property line and 60' from the west (side) property line. Following discussion, a motion was made by Member Standish, seconded by Member Klug, to approve the zoning application and grant a 70' setback variance on the west (side) property line and a 72' setback variance on the south (front) property line. All members voted in favor and the motion was declared carried.
3. ZONING APPLICATION – ROBLEY: Mr. Gerardy presented a zoning application on behalf of Don Robley to erect a 4' x 6' business sign on the front of the existing building at 107 East Main Street for a new business, "Robley Meats." The sign shall not be illuminated. A motion was made by Mayor Morey, seconded by Member Fisch, to approve the zoning application to Mr. Robley and his current business, such that a following business or a different owner to erect a

sign at a later must re-apply and receive a permit by the City Council for the new sign. All members voted in favor and the motion was declared carried.

4. ENERGY AUDIT: Mr. Gerardy informed the Council that 2 personnel from Dairyland Power Company and 1 from Tri-County Electric Cooperative, performed energy audits on the City Hall, Police and Ambulance Station, Liquor Store and City Auditorium. They will provide a written report on their investigation in approximately 3 weeks.

B. FIRE DEPARTMENT EQUIPMENT: Fire Chief Chuck Gavin attended the meeting with several firefighters to encourage the Council to consider authorizing the purchase of the following equipment.

1. GATOR: The firefighters reported having received donations from several sources including banks and implement companies for the purchase of a gator which would be used in woodland and field areas for firefighting and rescue purposes. They said the machine itself costs approximately \$10,000 but with all accessories they would choose to have, the total cost would be approximately \$17,600. They volunteered to purchase the machine with fire department foundation donations and relief associations gambling donations, if the City would agree to insure and maintain the vehicle. Following discussion, a motion was made by Mayor Morey, seconded by Member Klug, to accept the Fire Departments donation of a gator and agree that the City would insure and maintain the vehicle. All members voted in favor and the motion was declared carried.
2. TANKER: Referring to the presentation at the Fire District Meeting on February 7, the firefighters described their need for a new tanker to replace the 1975 vehicle with a 1,200 gallon tank. The vehicle to be purchased would have a 3,300 gallon tank and would be available within approximately 80 days. The vehicle was originally quoted at \$147,000, but negotiations conducted by firefighters reduced the price to \$144,700, being the current estimate price. Following discussion, a motion was made by Mayor Morey, seconded by Member Standish, that based upon the chassis being in stock and the condition of the 1975 being a safety hazard and non reliable vehicle that the City would precede with the immediate purchase of the chassis and 3,300 gallon tank with the Rural Fire District to share in one-half the cost. Further, that the city would reimburse itself for this immediate expenditure and consider that the down payment amount for the vehicle would be \$15,000 with the remainder of costs to be spread over a 10 year period. All members voted in favor and the motion was declared carried.

C. HOUSTON COUNTY CRIMINAL JUSTICE CENTER: At this time City Attorney Murphy reviewed the dates of activities such as meetings or exchanging letters with the Houston County Commissioners or their attorney with regard to continuing to find a location for the criminal justice center. This review was prompted by the newspaper articles and letter to the editor submitted by Attorney Scott Anderson, as well as his letter to Attorney Murphy. Discussion was held on the County's demand to have the criminal justice center entered as a permitted use in the city's zoning ordinance in such manner that they need only submit an application which would be approved without discussion. Comment was made that to assure there would be no discussion, the criteria pertaining to the criminal justice center as a permitted use may have to be many type written pages long. Member Fisch commented that the reason for having it listed as a conditional use gave the city opportunity to look at specific criteria such as lightening around and about the facility, whether or not there should be a screening between it and residential properties, and the like. Following discussion, Clerk Nelson was directed to attempt to set up a meeting between County Commissioners and the City Council Committee without attorneys being present to further discuss moving ahead plans for the CJC with regard to amendments to the city zoning ordinance.

(8:45 p.m.: Member Standish left the meeting.)

D. COMMUNICATIONS

1. Historic Bluff Country News, February 2008.

CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Klug, to approve the Prepaid Claims list for January 2008. All members present voted in favor and the motion was declared carried.

Alltel	Communication Expense	80.11
Bon Appetit	Library – Subscription	14.00
Caledonia Chamber	2008 Contribution for Tourism	675.00
Caledonia True Value	Miscellaneous Items	608.91
Farmers Co-op Elevator	4 Scoop Shovels	181.05
Geske, Dave	Arboviral Control – Summer 2007	1,995.00
IOD Incorporated	PD-Medical Report	13.53
J and N Enterprises, Inc.	FD – Gas Analyzer	2,488.34
Jahn’s Transfer, Inc.	Freight Expense – Light Dept.	61.50
MN Municipal Utilities Assn.	Registration Fee – Evans & Blocker	800.00
Nelson, Robert	Life Insurance Premium Reimbursement	1,407.16
SE MN Development Corp.	Clerk’s Office – Maintenance Agreement	84.00
E O Johnson Company	Maintenance Agreement	84.00
MN Chiefs of Police Assn.	Registration Fee – Shefelbine	325.00
Betz, Mary	Reimbursement – EMT Course	15.00
Blocker, Matt	Reimbursement for Travel Expense	335.32
Mac Queen Equipment Inc.	2007 Elgin Sweeper	129,380.46
Northern Beverage Distribution	Beer	1,479.45
Pepsi Cola Bottling Co.	Liquor Store – Soft Drinks	85.00
Schiltz, Mark P.	Reimbursement – EMT Course	15.00
Schott Distributing Co, Inc.	Beer	1,409.95
Schwirtz, Norene	Reimbursement – EMT Course	15.00
Spring Grove Soda Pop, Inc.	Soft Drinks	35.50
Yahoo! Custodian of Records	PD – Subpoena for Records	20.41
Alltel	Ambulance – Communication Expense	129.44
Franciscan Skemp Healthcare	Drug Screen	48.00
Immediate Response Abatement	City Hall – Asbestos Removal	1,280.00
Jack Neumann Trucking	Liquor – Freight Expense	80.00
Johnson Brothers Liquor Co.	Liquor / Wine	2,369.72
Klug, Anthony	Waders	63.29
Kraus Oil Company	Diesel	1,357.50
Metro Sales Inc.	Copier Agreement	63.00
Northern Beverage Distribution	Beer	1,241.60
Petty Cash	Replenish Petty Cash	96.60
Phillips Wine & Spirits Co.	Liquor / Wine	1,290.56
Schoeberl, Milton and Sharon	Tax Abatement	130.50
Seven Rivers Surplus LLC	New Electric Shop	234.30
Sno Pac Foods Inc.	Tax Abatement	1,164.54
Udayshri Hospitality LLC	Tax Abatement	1,672.75
West Main Townhomes	TIF Payment	5,233.04
Winona Controls, Inc.	Tax Abatement	422.49
Witt Real Estate, LLC	Tax Abatement	461.28
Stemper, James	Miscellaneous Reimbursement	15.76
Bank of the West	Federal/FICA/Medicare	7,375.05
Business Financial Planning	Cafeteria Plan	544.98
Buttell’s Lighting	Bulbs	151.85
Commissioner of Revenue	State Withholding	1,312.05
Hoskins Electric Company	Electric Department Shop/Misc.	14,274.64
Houston County Treasurer	Vehicle License Tabs	217.50
Orchard Trust Co, LLC	TSA	1,460.00
Public Emp. Retirement Assn.	PERA	5,127.74
RESCO	Light – Inventory	3,198.12
Rodale	BC Annual Recipe Book	49.90
Schott Distributing Co, Inc.	Beer	2,686.90
Schulze Plumbing & Heating	New Electric Department Shop	1,666.90
SE MN Historic Bluff Country	Tourism	959.99
Tornstrom, Michael	Mileage Reimbursement, Supplies	134.82
Tri-State Ambulance, Inc.	Intercept Fee Run	250.00
USA Mobility Wireless, Inc.	Communication Expense	53.01
VISA	Miscellaneous Items	864.20
Debauche Truck & Diesel	Light – Truck Labor	279.39
Franciscan Skemp Healthcare	2 CPR Cards	4.00
Gavin, Mike	Animal Control – Rent / Misc.	75.00
Grafix Shoppe	Graphics 2008 Crown Vic	357.21
Houston County Treasurer	Houston County Collection Site Feb.	3,330.00
Kraus Oil Co. Inc.	Unleaded	1,176.00

Malherek & City, Michael	Meter Deposit Refund	82.12
MN Department of Revenue	Sales / Use Tax	13,849.00
MN Municipal Utilities Assn.	CIP Assistance	417.00
Principal Life	Life/Ad&d/STD	607.95
Rask & City, Dustin	Meter Deposit Refund	131.17
Richard's Sanitation	Collections	5,983.35
Schmidt, Joannie	Reimbursement – EMT Course	100.00
Torborg & City, Zachary	Meter Deposit Refund	125.55
Tri-State Ambulance	ALS Intercept	250.00
United Parcel Service	UPS Fee	139.59
US Postal Service	Utility Billing	327.66
US Postal Service	Stamped Envelopes	1,152.60
Watchguard Video	PD Digital Camera System	4,975.00
Bank of the West	Federal/FICA/Medicare	1,225.79
Commissioner of Revenue	State Withholding	176.58
Jackson Expo Group, Inc.	Booth Fee	250.00
Public Emp. Retirement Assn.	PERA	614.38
Griggs, Cooper & Co.	Liquor / Wine	2,711.64
Jack Neumann Trucking	Liquor – Freight Expense	125.00
Johnson Brothers Liquor Co.	Liquor / Wine	2,711.09
Northern Beverage Distribution	Beer	949.00
Phillips Wine & Spirits	Liquor / Wine	732.54
Schott Distributing Co, Inc.	Beer	5,723.55
Speltz, Nathan	Mileage Reimbursement	80.80
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	130.00
Tri-County Electric Co-op	Green Acres Lighting/Tree Site	83.16
Eitzen Fire Department	Mutual Aid – Fire	220.00
Merchants Bank	ACH Fee February 2008	20.57
Northern Beverage Distribution	Beer	1,432.50
Schott Distributing Co, Inc.	Beer	3,902.15
Spring Grove Soda Pop, Inc.	Beer	115.00
		\$ 256,273.05

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Vick, to approve and authorize payment of the claims payable for January 2008. All members present voted in favor and the motion was declared carried.

Ace Link Telecommunications	Communication Expense	1,042.07
Adamson Industries Corp	PD 2008 Squad Car	239.95
Affordable Technology Solution	Technical Services	790.44
Airgas North Central	Oxygen/Acetylene	111.65
Alltel	Communication Expense	79.95
Artic Glacier Inc.	Ice	74.47
Baker & Taylor Books	Library Books	567.84
Blackburn MFG Co.	Light – Miscellaneous Items	76.34
Caledonia Haulers	Sewage Tanker Repair/Plow Truck Repairs	307.74
Caledonia Implement Co.	Fuel Treatment, HDWE	49.52
Caledonia Oil Company	Tire Repair	15.00
Caledonia Wheel Alignment	Maintenance on Car 18	452.33
Carquest Auto Parts	Fittings/Hoses	74.77
Chatfield Ambulance	1 Used Cot	1,200.00
Clarey's Safety Equipment	Hose, Tools, Equipment	3,239.57
Crystal Canyon Inc.	Drinking Water/Cooler Rent	97.39
Curt & Candy's Hardware Hank	Miscellaneous Items	101.59
D S Electric Supply	Bulbs, Dust to Dawn Kits	922.45
Dairyland Power Cooperative	Labor Wild Turkey Substation	1,480.00
DALCO	Floor Mats, Can Liners, Ice Melt	685.55
Davy Engineering	Caledonia Haulers Pretreatment Review	584.01
Davy Laboratories	Labs, 3 Total Coliforms	1,378.70
Department of Public Safety	PD – Remote Access	540.00
ECM Publishers, Inc.	Publications	661.55
Ellingson Motors	Van Maintenance	33.04
Farmers Coop Elevator Co.	Ice Control Ladder Truck	23.70
Galls Inc.	New Squad Accessories	1,824.18
Gareth Stevens, Inc.	Library Books	227.40
Gear Wash	Gear Wash (Flood)	477.10

Gopher State One-Call, Inc.	8 Location Notifications/User Fee	108.70
Hach Company	Chemicals	235.10
Hawkins, Inc.	Chemicals	534.02
Hoskins Electric Co.	Lift Station, Old Boiler	144.23
Houston County Recorder	Recording Fees	92.00
Jr. Burroughs Blading	Snow Removal	287.50
Kwik Trip Stores	PD – Gas	66.44
LaCrosse Truck Center, Inc.	82 Plow Truck Parts	931.21
Lackore Electric Motor Repair	Air Compressor / Boiler Repair Parts	940.77
Menard's	Shelving – New Shop	198.44
Metro Fire	5 Gallon Pail Foam	650.00
Midwest Tape	Library Books	185.77
Minnesota Energy Resources	Natural Gas	11,021.85
Mississippi Welders Supply	Oxygen	131.25
M-R Sign Company, Inc.	Signs	402.58
Pladsen Ford, Inc.	Pick-up Starter	225.93
Playaway	Audio Books	209.94
PowerPlus Engineering, LLC	4 Year Plan	908.28
Printy Quik	Notary Stamp & Bottle Tickets	80.21
RESCO	Inventory	86,521.78
Richard's Sanitation	Refuse Disposal	243.36
Rippe, Hammell & Murphy	General Matters, Prosecution Matters	6,358.00
Sandry Fire Supply, LLC	Name Patch	31.91
Schilling Supply Company	Bags, Sacks, Soap/Pump	191.46
SE Libraries Cooperating	Receipt Printer, Portable Speakers,	1,369.48
Severson Oil Company	Oil	109.50
State of MN	Chemical Inventory Fee	400.00
Streicher's	New Squad	330.97
T & R Electric Supply Co, Inc.	Light – Inventory	12,858.82
Travelers Directory Service	Brochure Ad	218.00
Tri-County Electric Co-Op	Electric Energy	158,527.27
United Auto Supply, Inc.	Miscellaneous Items	224.96
Winona Controls, Inc.	Boiler Install	16,994.82
Witt's Pharmacy	Epipen, Accu-Check	164.73
WWTP MPCA PFA Loan Fund	1993-96 PFA Loan	3,500.00
		<u>3,500.00</u>
		\$ 322,888.55

OLD BUSINESS

A. **ASSESSMENT ROLL:** Clerk Nelson informed the Council that an assessment roll had been prepared for the Caledonia Mall, owner Mike Nanof, dba Matinee.org, in the amount of \$152.80 for services performed by the City to clear snow and ice from the property sidewalk. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to approve the assessment roll. All present members voted in favor and the motion was declared carried.

B. **APPRENTICESHIP PROGRAM:** Clerk Nelson informed the Council that a state representative is scheduled to visit the City at 1:00 p.m. on February 14 to review current laws and requirements of the apprenticeship program for Tim Evans to become a certified journey lineman. No action was necessary at this time.

NEW BUSINESS

A. **TOURISM:** Clerk Nelson reviewed an advertisement in the LaCrescent Area Visitors Guide, asking the Council if they would choose to repeat the ad in cooperation and cost sharing with the Caledonia Chamber of Commerce for the 2008 summer edition of the visitors guide. Cost for a ¼ page ad is \$155 which would be \$77.50 each for the City and Chamber. Following discussion, a motion was made by Member Fisch, seconded by Member Klug to agree to join the Chamber with cost sharing if the Chamber wished to redo the advertisement. All members present voted in favor and the motion was declared carried.

B. **CONTRIBUTION:** The Council reviewed a petition by Experience Works to consider making a donation to the program as part of the 2007-2008 Older Worker Initiative. No action was taken by the council.

C. **FLUORESCENT BULB PROGRAM:** Clerk Nelson informed the Council that the County is planning the Annual Fluorescent Bulb Program for April 5, asking if the City wishes to join in the program as it has in the past. Following discussion, a motion was made by Mayor

Morey, seconded by Member Klug, to join in the Fluorescent Bulb Program with Houston County. All members present voted in favor and the motion was declared carried.

D. SUMMER RECREATION: Mayor Morey explained the recommendation of the Recreation Committee to hire a director, offering a wage of \$17.50 to \$22.50 per hour, hoping that a teacher may take the position. With regard to the swimming pool operation, Member Fisch recommended that a common laborer, not a certified lifeguard and swimming instructor, be hired to collect fees at the door, contrary to past practice of having a certified swimming instructor who has hire wages collect fees. This individual could be offered minimum wage. Following discussion, a motion was made by Mayor Morey, seconded by Member Klug, to authorize advertisement for a summer recreation director who would primarily oversee and manage the athletic field programs, but who would also guide the swimming pool managers, at a fee to range between \$17.50 and \$22.50, depending upon qualifications and experience. Members voting in favor: Morey, Fisch and Klug. Opposed: Vick. Absent: Standish. The motion was declared carried.

E. FIRE DISTRICT MEETING: Mayor Morey summarized the discussions at the Fire District Meeting held February 7, indicating that a significant portion of the meeting was devoted to the need for replacement of equipment which was discussed earlier this evening with the firefighters and the approvals for a gator and new 3,300 gallon tanker.

F. AMBULANCE MANAGEMENT COURSE: Clerk Nelson reported that Mike Tornstrom, Ambulance Director, requested authorization to attend an ambulance management course at Northland Inn, Brooklyn Park, for a cost \$175 registration fee, hotel fees, mileage, meals, parking, and the like. Following discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to authorize Mr. Tornstrom's attendance at the management course. All present members voted in favor and the motion was declared carried.

G. BUSINESS APPRECIATION DAY: Clerk Nelson, on behalf of Joyce Iverson, asked the Council is they believe the City should sponsor the entire cost of holding a business appreciation day or whether she should solicit contributions from banks and utility companies as has been done in the past. The Council by general consensus indicated that contributions should be solicited.

CLERK'S REPORT

A. POLICE ACTIVITY REPORT: Enclosed with the Agenda was the Police Activity and Summary List for January 2008.

B. PRETREATMENT ANNUAL REPORT: Enclosed with the Agenda was the Waste Water Pretreatment Annual Report for calendar year 2007.

C. INSURANCE POLICY ENDORSEMENT: Enclosed with the Agenda was an endorsement showing an increase in coverage from \$1,000,000 to \$1,200,000 which now complies with a new state law for the maximum that a claim can be filed against the City. There will no additional charge, this year, for this added coverage by the League of MN Cities.

D. ENERGY SUMMIT: Enclosed with the Agenda was a flyer describing an Energy Summit Meeting for green buildings and green communities to be held at the Winona State University on February 20. Council Members were invited to attend.

E. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report for January 2008 showing a Monthly Average Total Nitrogen Level of 3.51 mg/l.

F. EMPLOYEE TIME RECORD: Distributed at the meeting was the Employee Time Record for pay period January 28 – February 10, 2008.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch and seconded by Member Vick. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 9:50 p.m. The next Regular Meeting of the City Council is scheduled for 7:00 p.m., Monday, February 25, 2008, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator