REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 12, 2010

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

ROLL CALL. Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry, Robert Lemke, and Tom Murphy. Members absent: None. Consultants and City staff present: Jennifer Feely and Mike Gerardy. Visitors present: Jordan Wilms, Mike Werner, Emily Johnson, Elden Pohlman, and Caledonia Argus Reporter Charlie Warner.

AGENDA APPROVAL. Member Murphy requested the following items be added to the agenda for discussion: Authorizing Davy Engineering to Look into Sewer Work, Swimming Pool Study, and Timing on CIP. A motion was made by Member Lemke, seconded by Mayor Burns to add the above-mentioned items to the agenda. All members voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Mayor Burns, seconded by Member Vick 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, March 22, 2010, as presented.

VISITORS AND COMMUNICATIONS

A. HOUSTON COUNTY AG SOCIETY TEMPORARY ON-SALE INTOXCATING LIQUOR LICENSE REQUEST. Emily Johnson and Elden Pohlman were present on behalf of the Houston County Ag Society to request a Temporary On-Sale Intoxicating Liquor License for the purpose of selling strong beer during the Houston County Fair. City Clerk-Administrator Feely stated that according to Minnesota Statute 340A.404 and Caledonia Ordinance, Section 111.22 (H), temporary on-sale intoxicating liquor licenses, with the approval of the Commissioner of Public Safety, may be issued in connection with a social event sponsored by a club, charitable, religious, or other non-profit corporation that has been in existence for at least three years. City Clerk-Administrator Feely went on to state that no organization shall be granted a license for more than four consecutive days, and the city shall issue no more than twelve days worth of temporary licenses to any one organization in any on calendar year. Ms. Johnson inquired as to whether another organization could obtain a license to operate the fifth day. Ms. Johnson noted no one will be served without a wristband and only those 21 years of age and older will be allowed in the beer tent. A motion was made by Mayor Burns, seconded by Member Vick to grant the Houston County Ag Society's request for a temporary on-sale liquor license to sell strong beer during the Houston County Fair, August 19-22, 2010, at $10 per day. All members voted and the motion was declared carried. City Clerk-Administrator Feely will check with the Department of Public Safety, Alcohol and Gambling Division, to find out if there are any exceptions to the four day limit.

B. CALEDONIA CONVENTION AND TOURISM ASSOCIATION REQUEST. Mike Werner and Jordan Wilms were present on behalf of the Caledonia Convention and Tourism Association to request the City's consideration in forming a sign committee for the purpose of compiling a comprehensive list of signs to be placed in the community, promoting and identifying various sites of interest. A motion was made by Member Murphy, seconded by

Member Perry to create a sign committee. All members voted and the motion was declared carried.

C. UTILITY CUSTOMER REQUEST TO WAIVE CHARGES ACCRUED DURING WATER LEAK. City Clerk-Administrator Feely informed Council of a recent request by a utility customer to waive a portion of his utility bill due a leak at his property. Feely shared that the customer was informed that the City does not generally waive utility charges for such circumstances as doing so sets a precedent. The customer subsequently stated that he would be in attendance at the upcoming City Council meeting to make his request. It was noted that the utility customer was not in attendance at the meeting. Discussion ensued. The consensus of the Council is to leave the bill as is.

D. ADMINISTRATIVE COORDINATOR TOPICS

1. SOLID WASTE. Council reviewed a letter received from Houston County regarding an upcoming Solid Waste Meeting on Wednesday, April 14 at 7:00 p.m. to discuss ordinances, contracts, and other county and solid waste issues. Mayor Burns and Member Vick will attend the meeting on behalf of the City.

2. SWIMMING POOL INFORMATION. Council reviewed a 2010 pool schedule and various proposed changes. The opening date for the pool is set for Tuesday, June 8 and will be closed on Sunday, July 4 in observance of the holiday. Daily swim hours will be 1:00 p.m.-5:00 p.m. and 6:30 p.m.-8:30 p.m. Swimming lessons will be offered in two week sessions and will take place on the following dates: June 21-July 2, July 5-July 16, and July 26-August 6. Lessons will no longer be offered at 5:00 p.m. or on Saturdays. Sign-up days will be held in Caledonia on Saturday, May 15 from 9:00 a.m. – 12:00 p.m. and Monday, May 17 from 5:00 p.m. – 8:00 p.m. Family swim will be offered every Saturday from 12:00 p.m. – 1:00 p.m. and Sunday from 12:00 p.m. – 1:00 p.m. Prices will be as follows:

- Level one and preschool aquatics: $25
- Level two through six: $25
- Waterbabies: $10
- Family pass: $100
- Season pass: $50
- Daily admissions:
  - Pool: 1:00 p.m. – 5:00 p.m. $2.50
  - Pool: 6:30 p.m. – 8:30 p.m. $1.75
  - Early Bird Swim $1.75
  - Family Swim $1.75

Member Murphy inquired as to why there were no 5:00 p.m. lessons as there has been an interest shown by community members. Mayor Burns stated that due to the limited number of lifeguards available, staffing 5:00 p.m. lessons would be difficult. A motion was made by Mayor Burns, seconded by Member Perry to approve the pool schedule with changes. All members voted and the motion was declared carried. Mayor Burns noted that wages are staying the same for lifeguards, however, there will be a $0.25 increase in Katie Ranzenberger's hourly wage as the head lifeguard. A motion was made by Mayor Burns, seconded by Member Perry to promote Sarah Colleran to assistant head lifeguard at a $0.25 per hour increase over her 2009 rate of pay. All members voted in favor and the motion was declared carried.

3. BRIMEYER GROUP EXPENSES. Administrative Coordinator Gerardy noted that the original invoice from the Brimeyer Group was in the amount of $18,250. Due to Member Vick's inquiry about the IRS mileage rate, the amount was reduced to

$18,213.33. It was also noted that the original estimate did not include housing, meals or rental of the Four Seasons Center.

4. 2010 CELEBRATION-$10 FEE CLARIFICATION. Administrative Coordinator Gerardy clarified that the fee set for the temporary on-sale intoxicating liquor license issued to the Rotary Club and Caledonia Community Celebrations is $10 per day.

5. AMBULANCE DEPARTMENT REQUESTS. Administrative Coordinator Gerardy presented various requests from Ambulance Director Mike Tornstrom. A motion was made by Mayor Burns, seconded by Member Vick to approve a street closure on the 100 block of North Pine Street on May 16 from 1:00 p.m. to 3:00 p.m. for a 5k run, a five percent increase in base charges for ambulance service, effective May 1, and replacing sidewalk in front of the ambulance garage. All members voted in favor and the motion was declared carried.

6. PARK AND REC DIRECTOR RESIGNATION. A motion was made by Mayor Burns, seconded by Member Lemke to accept the resignation of Park and Rec Director Brittany Beneke. All members voted in favor and the motion was declared carried.

7. 2010 SIDEWALK REPAIR. A motion was made by Mayor Burns, seconded by Member Vick to utilize the funds allocated for sidewalk repairs in 2010 to make necessary improvements to the sidewalk in front of Witt's Pharmacy. All members voted in favor and the motion was declared carried.

E. COMMUNICATIONS.

1. Mediacom Notice dated March 29, 2010, Rate Increases.
2. Mediacom Notice dated April 1, 2010, Late Fee Rate Increase.
3. Mediacom Notice dated April 8, 2010, Channel Update.
4. ACE Notice, Channel Update.
5. MDH Notice dated April 2, 2010, CCR Information.
6. Minnesota Energy Resources Notice dated March 19, 2010, Rate Increase.
7. LMC Friday Faxes dated March 19, 2010 and March 26, 2010.

CLAIMS

A. PREPAID CLAIMS: Following review, discussion, and deliberation, a motion was made by Mayor Burns, seconded by Member Perry, to approve the Prepaid Claims List for April, 2010. All members voted in favor and the motion was declared carried.

Blue Cross Blue Shield of MN	Health Insurance	26,112.00
Kohnen, Jessica	2010 Uniform Allowance	60.00
Merchants Bank	ACH Fee	22.18
Minnesota Energy Resources	Natural Gas	6,066.94
Principal Life	Medicare & FICA	71.03
Rippe, Hammell & Murphy	Prosecution Matters & General Matters	2,828.25
Steele, Nancy	2010 Uniform Allowance	13.62
A-1 Vacuum Sales & Service	City Hall – parts	26.36
Business Financial Planning	Administration Fees	190.00
Buttell's Lighting	Bulbs/Ballasts	188.20
Caledonia Oil Company	Unleaded	1,397.56
Crystal Canyon Water	Drinking Water	27.02
Houston County Auditor	TIF District Annual Maintenance Fee	558.05
Northern Beverage Dist.	Beer	1,392.65

Schott Distributing Co.	Beer	3,580.30
Spring Grove Soda Pop, Inc.	Beer	117.25
Tri-State Ambulance	Intercept Fee	500.00
Brimeyer Group	Clerk Search	8,971.33
Franciscan Skemp Healthcare	CPR Cards	305.00
Jack Neumann Trucking	Liquor – Freight	177.00
Johnson Brothers Liquor Co.	Liquor / Wine	3,310.48
Meisch Upholstery	Arm Rest Repair – PD	20.13
Philips Wine & Spirits	Liquor / Wine	1,995.48
Caledonia True Value	Misc Parts	119.96
Personal Touch Monogramming	Liquor Store – Shirt Monogramming	10.49
Printy Quik	2 Desk Signs (Kohnen & Feely)	25.65
Commissioner of Revenue	State Withholding	1,199.82
Merchants Bank	Federal/FICA/Medicare	6,375.61
Banyon Data Systems	Direct Pay Module	849.66
Business Financial Planning	Cafeteria Plan	639.85
Caledonia Haulers	Water & Sewer – Refund	724.92
City of Caledonia Emp. Assn.	Association Dues	65.00
D.S. Erickson	Garnishment/Zehnder	408.90
Franciscan Skemp	CPR Cards	25.00
Jack Neumann Trucking	Liquor – Freight Expense	50.50
Midwest Fire Equip. & Repair	Parts for 1460 & 1470	281.35
Minnesota NCPERS Life Ins.	Payday 3-23-10	64.00
MN Benefit Association	payday 3-23-10	126.84
Northern Beverage Dist.	Beer	224.00
Public Emp. Retirement Assn.	Payday 3-23-10	5,217.59
Public Emp. Retirement Assn.	Payday 3-23-10	167.00
Schott Distributing Co, Inc.	Beer	4,855.05
SE MN Fire Dept. Assn.	Membership Dues 2010	50.00
Spring Grove Soda Pop	Beer & Soft Drinks	314.90
Tri-State Ambulance, Inc.	Intercept Fee	250.00
US Postal Service	Amb. Fundraiser Mailing	238.52
Wirtz Beverage MN	Liquor / Wine	2,617.67
Ziebell's Hiawatha Foods, Inc.	Liquor – Mix	31.92
Brimeyer Group, LLC	Clerk Search	8,938.33
Dawson Truck Parts	Install Chains & Service	2,359.03
ING Institutional Plan Services	payday 3-26-10	630.00
Laser Product Technologies	Printer Cartridge / Maintenance	304.99
Metro Sales, Inc.	Copier Agreement	40.38
Northern Beverage Distribution	Beer	3,090.80
Printy Quik	Fundraiser Tickets	65.60
Sam's Club	Membership Renewal	184.63
Schott Distributing Co.	Beer	2,799.95
Spring Grove Soda Pop	Beer	110.35
Verizon Wireless	Communication Expense	205.54
Caledonia Volunteer Fire Dept.	Relief Association 1st Quarter	600.00
Gavin, Mike	Animal Control	75.00
Houston County Treasurer	Ho. Co. Collection Site	3,340.00
Klug, Anthony	Reimbursement Travel Expense	562.09
Schroeder, DeWayne	2010 Uniform Allowance	125.00
Stemper, James	Reimbursement – Travel/Battery	21.08
US Postal Service	Utility Billing	319.24

Buttell's Lighting	Bulbs	352.43
Jack Neumann Trucking	Liquor – Freight Expense	74.00
Johnson Brothers Liquor Co.	Liquor / Wine	1,870.86
Ken's Small Engine	Air Chain Bearings/Filter	248.75
Midwest Wheel Companies	Replacement Chains	344.35
Paustis & Sons Wine	Wine	397.00
Southeast Consultants, Inc.	EDA Services	8,648.00
Stuart C. Irby Co.	Equipment Testing	105.22
USA Mobility Wireless	Communication Expense	45.34
VISA	Fundraising Expense	85.75
Wiebke Fur Company	Ammunition	74.80
MN Dept. of Health	2010 License Renewal – Pool	540.00
MN Dept. of Revenue	Sales / Use Tax	16,878.00
Richard's Sanitation	Collections March	6,113.20
ACE Link Telecommunications	Communication Expense	1,069.93
Caledonia Oil Company	Diesel	1,403.01
Franciscan Skemp	CPR Cards	55.00
Kinneberg, Myron	Reimbursement Mileage	28.00
League of MN Cities	Registration Fee	120.00
Principal Life	Life/Ad&d/std	565.37
Tri-County Electric Co-op	Electric Energy	88.42
Betz, Mark	2010 Uniform Allowance	125.00
Blue Cross Blue Shield of MN	Health Insurance	26,112.00
Business Financial Planning	Cafeteria Plan	639.85
Caledonia Police Association	PD Association Dues	85.00
Carpenter, Tom	Amb. – Training Instructor	60.00
Commissioner of Revenue	State Withholding	1,410.43
D.S. Erickson & Associates	Garnishment – Zehnder	436.82
Fire Engineering	FD – 2 Year Subscription	51.95
G & F Distributing	Beer	380.25
ING Institutional Plan Ser.	Payday 4-6-10	630.00
Kraus Oil Co. Inc.	Unleaded	1,273.50
Merchants Bank	Federal/FICA/Medicare	7,379.97
Public Emp. Retirement Assn.	Payday 4-6-10	6,142.47
Schott Distributing Co, Inc.	Beer	6,207.70
Spring Grove Soda Pop, Inc.	Beer	121.80
Tri-State Ambulance	Intercept Fee	250.00
MN Energy Resources	Natural Gas	4,368.10
Resco	Light – Inventory	23,950.00
US Postal Service	Amb. – Fundraiser	77.50
G & F Distributing	Beer	49.00
Northern Beverage Distribution	Beer	3,836.40
Schott Distributing Co	Beer	5,255.45
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	235.00
		$ 225,851.33

B. CLAIMS PAYABLE: Following review, discussion, and deliberation, a motion was made by Mayor Burns, seconded by Member Perry, to approve and authorize payment of the Claims Payable for April, 2010. All members voted in favor and the motion was declared carried.

A-1 Vacuum Sales & Service	Vacuum Parts	6.32
ABDO-Spotlight-Magic Wagon	Library Books / Return	343.00

ABM Equipment & Supply Inc.	Light Truck Repairs	2,340.61
Affordable Technology Sol.	Office Supplies	784.31
Airgas North Central	Oxygen / Acetylene	82.16
Alco Discount Store	Ink Cartridge	42.74
Baker & Taylor Books	Library Books	1,311.88
Burroughs Equipment & Repair	Truck Repairs	79.50
Business Financial Planning	Flex Administration Fees	99.00
Caledonia Oil Company	Pd & Amb. Maintenance	674.50
Caledonia Veterinary Service	Animal Control Supplies	16.46
Crystal Canyon Water	Drinking Water	17.06
Curt & Candy's Hardware	Miscellaneous Supplies	93.18
D S Electric Supply	Light – Inventory	358.51
Dakota Supply Group	Handheld Meter Reader/Software	10,580.63
Dalco	Tissue, Air Fresheners	546.89
Davy Engineering	CJC Utilities / Engineering Services	99.89
Davy Laboratories	Lab	2,277.71
ECM Publishers, Inc.	Advertisements	292.20
Ellingson Motors	Van & Truck Maintenance	377.49
Farm & Home Publishers	Plat Book & Directory	38.10
Gopher State One Call	17 Location Notifications	24.65
Green Power Equipment	Repair Parts	84.14
Hawkins Electric Co.	Chemicals	1,089.24
Hoskins Electric Co.	Storage Room Light Repair	105.77
Jack Neumann Trucking	Liquor – Freight Expense	79.50
Johnson Brothers Liquor	Liquor / Wine	1,682.79
Ken's Small Engine	Air Cleaner Case – Street	17.72
Medtox Laboratories, Inc.	Drug Screen	20.00
Midwest Tape	Library – DVD(s)	283.82
Mississippi Welders Supply	Amb – Oxygen	39.76
Phillips Wine & Spirits	Liquor / Wine	1,707.32
PowerPlus Engineering	4 Year Plan	1,676.50
Printy Quik	Office Stamps & Amb. Fundraiser	125.26
Richard's Sanitation	Refuse Disposal	204.70
Rippe, Hammell & Murphy	Prosecution Matter & General Matters	3,037.50
Schilling Supply Company	Towels, Bags, Copy Paper	332.45
Schulze Plumbing & Heating	Water Main Leak	255.00
Schumacher Elevator Co.	Elevator Maintenance/Repair	276.00
SE Libraries Cooperating	Auto Fees	386.42
St. Mary Auto Body Shop	2 Tows - PD	133.60
T & R Electric Supply Co.	Light – Inventory	6,397.54
Tri-County Electric	Electric Energy	148,022.84
Uniforms Unlimited	Taser Cartridges – PD	134.06
United Auto Supply, Inc.	Miscellaneous Items	245.66
United Laboratories	Cleaning Supplies	289.88
Zarnoth Brush Works	Broom Refill	729.96
Ziebell's Hiawatha Foods, Inc.	Liquor Mix	36.60
Ben Meadows	Marking Paint – Light	184.49
Bonanza Grain	Flowable Fill – Monroe Street	253.83
First Supply	Storm Sewer – Monroe Street	62.11
Verizon Wireless	Communication Expense	42.41
		$ 188,423.66

OLD BUSINESS

A. AMBULANCE RATE OF PAY FOR OFFICE HOURS WORKED. A motion was made by Mayor Burns, seconded by Member Perry to set the rate of pay for ambulance office hours worked at $10 per hour. All members voted in favor and the motion was declared carried.

NEW BUSINESS

A. LIBRARY REQUEST TO REPLACE (2) DESKTOP COMPUTERS AND MONITORS. A motion was made by Member Vick, seconded by Member Murphy to approve the replacement of (2) computers and monitors at the library in the amount of approximately $1,400. All members voted in favor and the motion was declared carried.

B. CONCESSION STAND OPERATOR. The consensus of the Council is to advertise for a Concession Stand Operator as no interest has been show thus far.

C. ONBOARDING SESSION WITH RICHARD FURSMAN. Council determined that anytime after 6:00 p.m. on either April 28 or April 29 would work to schedule an Onboarding Session with Richard Fursman.

CLERK'S REPORT

A. ASSESSMENT NOTICE FOR LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING. Enclosed with the agenda is the Local Board of Appeal and Equalization Notice.

B. EMPLOYEE TIME RECORD FOR PAY PERIOD MARCH 22, 2010 – APRIL 4, 2010. Enclosed with the agenda is the Employee Time Record for pay period March 22, 2010 – April 4, 2010.

C. MODIFICATION TO EMPLOYEE TIME RECORD FORMS. City Clerk/Administrator Feely noted that enclosed with the agenda is a sample employee time record form which was modified to include two attestations of hours/days worked. One attestation is by the employee, and the other is by the employer's supervisor or other appropriate person. Feely went on to state that Minnesota law requires statutory cities to implement certain internal control measures with regard to payroll for employees paid on an hourly basis. Including a signature line allows the employee and their supervisor to affirmatively attest to the hours/days worked, thereby providing an internal control measure to help ensure accurate and reliable timekeeping.

D. LOCAL GOVERNMENT AID (LGA) UPDATE. City Clerk/Administrator Feely informed Council that Governor Pawlenty recently signed into law the first supplemental budget bill, Chapter 215. It was noted that the latest round of cuts are much less than what was anticipated. According to a listing from the House Research Department, Caledonia stands to lose an additional $53,780, bringing the total unallotment for Caledonia in 2010 to $162,927. Feely noted that it is conceivable that further cuts could take place in December, 2010.

E. MISCELLANEOUS GRANT OPPORTUNITIES. City Clerk/Administrator Feely discussed two possible grant opportunities for the Caledonia EMS departments. This information will also be shard with those respective departments.

F. DISCHARGE MONITORING REPORT. Enclosed with the agenda is the Discharge Monitoring Report for March, 2010, showing a monthly average total Nitrogen level of 5.28 mg/l.

G. Mn/DOT RESURFACING PROJECT. Enclosed with the agenda is a notice from Mn/DOT regarding an upcoming resurfacing project on Trunk Highway 44. The 8.94 mile

resurfacing project begins near the easterly city limits of Spring Grove and ends at Houston County CSAH 12 in Caledonia.

H. CALEDONIA CHAMBER OF COMMERCE NEWSETTER. Enclosed with the agenda is the Caledonia Chamber of Commerce Newsletter for March, 2010.

CLOSED SESSION. The regular meeting was closed at 8:20 p.m. as permitted by Minnesota Statutes, section 13D.03, to discuss the City's labor negotiation strategy related to the City's negotiations with the Caledonia Police Association.

ADJOURNMENT. Following the closed session, Mayor Burns resumed the meeting. Seeing there was no further business to discuss, a motion to adjourn was made by Member Vick, seconded by Member Lemke. All members voted in favor and the motion was declared carried. The meeting was adjourned at 9:27 p.m. The next regularly scheduled meeting of the City Council is scheduled for Monday, April 26, 2010 at 6:00 p.m. in the Council Room, City Hall.

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Robert H. Burns
Mayor

_____
Jennifer Feely
City Clerk/Administrator