REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 26, 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: City Clerk/Administrator Jennifer Feely and Administrative Coordinator Mike Gerardy. Visitors present: Caledonia Argus Reporter Charlie Warner.

AGENDA APPROVAL. The following items were added to the agenda for discussion: police activity report, police department, and budget report. A motion was made by Mayor Burns, seconded by Member Vick 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 Member Vick, seconded by Member Perry 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, April 12, 2010, as presented.

VISITORS AND COMMUNICATIONS.

A. ADMINISTRATIVE COORDINATOR TOPICS

1. EQUIPMENT RENTAL RATES. Administrative Coordinator Mike Gerardy presented a listing of rental rates for labor, equipment, and materials charges in 2010. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Perry to approve the rental rates with an additional 3% increase on all equipment. All members voted in favor and the motion was declared carried.

2. CARPET CLEANING ESTIMATES. Administrative Coordinator Mike Gerardy presented estimates to clean the carpet at City Hall and the Library. It was noted that the carpet was installed back in 2000 and has never been cleaned. Gerardy stated that he is currently reviewing various quotes and would like direction from the Council as to whether or not to proceed with cleaning the carpets in 2010 as this has been discussed the previous four years. A motion was made by Mayor Burns, seconded by Member Perry authorizing Gerardy to proceed with having the carpet cleaned at a cost of approximately $1,600. All members voted in favor and the motion was declared carried.

3. CITY VAN. Administrative Coordinator Mike Gerardy and Electrical Line Superintendent Matt Blocker were in attendance to request the Council's consideration in purchasing a van using Light Department funds as this would be beneficial in transporting various equipment and materials as well as providing a means for all staff to attend training classes and conferences. Blocker shared with the Council that he has been

researching a 2009 Dodge Caravan with approximately 35-40,000 miles at a cost of approximately $16,000. Discussion ensued. Mayor Burns suggested that Blocker and Gerardy also look into pricing a four cylinder PT Cruiser or Impala in an effort to see what kind of gas mileage they afford. The determination of the Council was that more information is necessary before any action will be taken.

4. LIQUOR STORE PROJECT. Administrative Coordinator Mike Gerardy informed the Council that Liquor Store Manager Patty Gavin would like authorization to construct a "beer cave" in an effort to provide more cold beer to patrons and, subsequently, increase sales. The "beer cave" would essentially allow patrons to select products from a walk-in cooler. Currently, staff spends a great deal of time stocking the cooler, which is located in the back of the store, and is not able to effectively monitor the front of the store at the same time. Gerardy explained that the "beer cave" would help eliminate this issue. Gerardy also noted that a beer distributor will be assisting with the set up and display in exchange for additional signage placed in the liquor store. The Liquor Committee, consisting of Councilmembers Murphy and Lemke, stated they were supportive of the project. Member Murphy also noted that the City's Accountant did not raise any issues regarding a lack of funds to complete the project. A motion was made by Member Lemke, seconded by Member Murphy to approve the liquor store project at a cost of $2,000. All members voted in favor and the motion was declared carried.

5. CITY HALL GARAGE DOOR PROJECT. Administrative Coordinator Mike Gerardy shared with the Council that supplies were purchased approximately four years ago with the intention of replacing the garage door at City Hall so that the area could be turned into a secure storage space for records and other important items. The consensus of the Council was to proceed with replacing the door so as additional storage space can then be made available.

6. BALLFIELD UPDATE. Mayor Burns commended the many volunteers who helped make improvements at the ballfield. Mayor Burns noted that after the 2010 season has been completed, there will need to be improvements made to the area between second and third base as there is a drop off that needs to be leveled into a more uniform slope. A thank you note will be sent to Miken Sports as they supplied various equipment items at a reduced cost to the City.

7. PARK SHELTER MAINTENANCE. Administrative Coordinator Mike Gerardy informed Council that Gary Bubbers is no longer interested in providing maintenance at the ballfield on the weekends. Member Vick noted that the teeter totter at the park may need to be replaced and there may be some tree branches that need to be attended to. Member Vick also suggested that perhaps an additional deposit could be added to the rental fee and given back if the park shelter was satisfactorily cleaned as this would eliminate the need to have someone check the shelter on the weekends. Discussion ensued. Gerardy wrapped up discussion by noting that he will contact Verne Goetzinger to see if there is an interest in providing maintenance on the weekends and will report back to the Council at an upcoming meeting.

B. COMMUNICATIONS.

1. LMC Friday Faxes dated April 16, 2010 and April 23, 2010.
2. Mn/DOT Transportation Notice dated April 19, 2010, FY 2014 and 2015 Transportation Enhancement Project Solicitation.

OLD BUSINESS

A. AMBULANCE 5K RUN INSURANCE. Discussion ensued regarding ensuring the upcoming Ambulance Chicken Feed and 5K event has adequate liability coverage as it would be taking place on City property. City Clerk/Administrator Feely shared with the Council information on a Tenant User Liability Insurance Program (TULIP). When individuals purchase TULIP coverage for their event, the city is automatically named as an additional insured on the policy. It was noted that often times individuals using city property are unaware that they can be held financially responsible for accidents and property damage resulting from their event and that TULIP would help protect themselves. After much discussion, the consensus of the Council was to invite the City's Insurance Agent Tom Danielson to attend the upcoming May 10 City Council meeting to explain when individuals and groups should be required to purchase liability coverage.

B. TEMPORARY ON-SALE INTOXICATING LIQUOR LICENSE UPDATE. City Clerk/Administrator Feely reported that she contacted the Alcohol and Gambling Division of the Minnesota Department of Public Safety to find out if there were any exceptions to the four-day limit for a temporary on-sale intoxicating liquor license. It was noted that at the previous meeting, the Houston County Ag Society applied for and received a temporary on-sale liquor license to sell strong beer at the County Fair, which is a five-day event. Feely reported that there are no allowable exceptions to the four-day limit per MN State Statute and the Alcohol and Gambling Division of the Department of Public Safety.

NEW BUSINESS

A. WORKERS' COMPENSATION RETRO CLOSE-OUT OPTION. A motion was made by Member Perry, seconded by Member Murphy to approve the close-out of the 1994-1995 and 1995-1996 policy years at a total cost of $64. All members voted in favor and the motion was declared carried.

B. PRINTER QUOTES FOR CITY CLERK'S OFFICE. A motion was made by Member Perry, seconded by Member Vick to approve the purchase of a laser printer from Affordable Technology Solutions at a cost of $229.77 for the City Clerk's office. All members voted in favor and the motion was declared carried.

C. HOUSTON COUNTY SOLID WASTE ORDINANCE. Mayor Burns reported that he and Councilmember Vick recently attended a Solid Waste meeting held at the Houston County Courthouse on April 14. Burns went on to state that Houston County has agreed to share in the cost of developing a new City Solid Waste Management Ordinance that each city could adopt. The cost for Caledonia to share in the developing of a Solid Waste Management Ordinance will be $1,015.70. A motion was made by Member Perry, seconded by Member Murphy to share in the cost of developing a new solid waste management ordinance at a cost of $1,015.70. All members voted in favor and the motion was declared carried. Member Murphy noted that the

final ordinance would be subject to the City Attorney's review and approval before being adopted.

D. ONBOARDING SESSION WITH RICHARD FURSMAN. Councilmembers 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.

E. AMBULANCE CITY/TOWN SUBSIDY CONTRACT. Ambulance Director Mike Tornstrom was in attendance to request the Council's consideration in adding language to the Ambulance City/Town Subsidy Contact which would allow any revenues or subsidy surpluses remaining at the end of each calendar year to be secured for the purchase of the next scheduled ambulance replacement. Member Perry suggested that the last sentence in Section 10 be amended to read that it is the "practice" of the City to replace one ambulance every five years versus using the word "policy". A motion was made by Mayor Burns, seconded by Member Lemke to approve the addition of Section 10 to the Ambulance City/Town Subsidy Contract, subject to the City Attorney's review. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. COPS HIRING PROGRAM UPDATE. City Clerk/Administrator Feely shared with the Council that an email was recently received from the Office of Community Oriented Policing Services (COPS Office) regarding the 2009 application submitted for the COPS Hiring Program (CHP). Although the City submitted an application and did not receive funding in 2009, the application has been placed in a pending status and carried forward into FY 2010 in anticipation of additional hiring funds being made available. In early June, the City will have an opportunity to provide and submit targeted updates to the application so that it can be evaluated based on current data.

B. EMPLOYEE TIME RECORD FOR PAY PERIOD APRIL 5, 2010 – APRIL 18, 2010. Enclosed with the agenda was the Employee Time Record for pay period April 5, 2010 – April 18, 2010.

C. UPCOMING COMMITTEE MEETINGS. City Clerk/Administrator Feely requested the Council's consideration in scheduling various committee meetings in the coming weeks to discuss a variety of items, including that of filling the water/wastewater operator position, creating an investment policy, developing a personnel policy, and so forth. The consensus of the Council was for Feely to put together a proposed schedule of meetings and discuss at an upcoming meeting.

D. POLICE ACTIVITY REPORTS. Enclosed with the agenda were the police activity reports for February 1, 2010-March 31, 2010.

MISCELLANEOUS ITEMS.

A. BUDGET REPORT. Member Murphy requested that City Accountant Stephanie Mann present the Council with an updated budget report at the upcoming Special Meeting on Thursday, April 29, as she was not able to present the information this evening.

B. FAMILY SWIM. City Clerk/Administrator Feely shared with Council a request received from Pool Manager Katie Ranzenberger regarding having the Family Swim on Saturday's from 10:00 a.m. until Noon, thereby eliminating the Family Swim on Sunday entirely.

C. POLICE DEPARTMENT. The Council requested that City Clerk/Administrator Feely contact the Houston County Sheriff's Office to inquire about providing police coverage to the City of Caledonia as other cities in the area have been looking into this option. The inquiry is for the purpose of acquiring information regarding costs associated with this option.

ADJOURNMENT. A motion to adjourn was made by Mayor Burns, seconded by Member Perry. All members voted in favor and the motion was declared carried. The next regularly scheduled meeting of the City Council is scheduled for Monday, May 10, 2010 at 6:00 p.m. in the Council Room, City Hall.

Robert H. Burns
Mayor

Jennifer Feely
City Clerk/Administrator