

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, January 13, 2014

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 Bob Burns, Council Members: DeWayne Schroeder, Bob Lemke, Tom Murphy and Randi Vick. City Staff Present: City Clerk/Administrator: Ted Schoonover, Administrative Coordinator Mike Gerardy. Guests present: Caledonia Argus reporter Clay Schuldt and Norman and Kate Snodgrass.

AGENDA: Motion by Mayor Burns, second by Member Murphy to approve the agenda as amended. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Member Vick, second by Member Lemke to approve the consent agenda, which consisted of the regular meeting minutes from December 30, 2013. All members voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

Administrative Coordinator:

Mike Gerardy along with Norman and Kate Snodgrass were present to discuss the plans for opening a new coffee shop with a drive through window in the old China Buffett building located at 138 S. Kingston St. Gerardy stated that the Police Chief nor he has any issues with the proposal of allowing them to construct a curb cut and driveway along the North side of the building to the alley behind it. Mayor Burns was concerned about a natural gas connection towards the rear of the building that could be damaged and would like a guard placed around it as well as some old wires that appear to be dangling in the way. Mr. Snodgrass stated he would contact the pipeline company and have a guard put in place and that the wires were all inactive phone lines that pose no threat. The Mayor and other members did not seem to have issues with the plan as long as a plan was in place for snow removal and an acceptable ADA compliant entrance on the North side. Mayor Burns asked for an estimated opening date and Mr. Snodgrass responded that they are anticipating a March 1<sup>st</sup> opening with the drive through to be later in the spring. Motion by Mayor Burns, second by Member Vick to approve the request for the new business, curb cut and drive way on Kingston Street for a drive through to the alley as long as the other stipulations are met, ie... ADA entrance, pipeline guard and snow removal plan. All members present voted in favor and the motion was declared carried.

Gerardy presented the council with a request from Kraus Oil Company for two new signs. The first one would be a free standing sign that would be 60" higher than the existing sign and allow for better visibility for it's customers. It would be located in the same position but would be raised by an extension of the pole. Motion by Member Vick, second by Member Schroeder to approve the request as presented. All members present voted in favor the motion was declared carried. Gerardy then reported that they intended to replace the canopy with a newer model in the same location and height. Motion by Mayor Burns, second by Member Lemke to approve the request as presented. All members present voted in favor and the motion was declared carried.

Gerardy and Administrator Schoonover presented the council with a request from AT&T to construct a communications tower in Sprague woods. It would be a long term lease and would be free standing. Gerardy could not locate any documentation that would not allow the city to use the woods for such a purpose and would be an area of 100' by 100' on the very North edge of the woods. Mayor Burns stated he didn't like the idea that it would be the first thing visitors and residents would see as they entered into town. He also didn't like the idea of placing in an area that for all purposes was dedicated to be a conservation area. The council was also concerned with the language in the lease agreement. Gerardy and Schoonover informed the council that we offered them an area at the diseased tree site but they really didn't like that spot or possibly somewhere on the fairgrounds. Consensus of the council was to go back to AT&T and find them a more suitable location such as the diseased tree site, North of the pool or the fairgrounds but not in the Spragues Woods. No action taken.

Motion by Mayor Burns, second by Member Lemke to approve the final payment request #5 from Winona Mechanical in the amount of \$5,240.09. All members present voted in favor and the motion was declared carried.

NEW BUSINESS:

Administrator Schoonover presented the council with a letter of resignation from part-time police officer Tim Irwin who has retired effective 12-31-2013. The council regretfully accepted the letter and wanted to thank Officer Irwin for many years of dedicated and professional service to the City of Caledonia. Motion by Member

Schroeder, second by Member Lemke to formally accept the letter. All members present voted in favor the motion was declared carried.

Motion by Mayor Burns, second by Member Vick to approve the hiring of a permanent part-time Police Officer Sheldon Haedtke for the 70 hour per pay period position. Roll call of members: Yes; Mayor Burns, Members Lemke, Vick, Schroeder. No: Member Murphy. Motion was declared carried.

Motion by Mayor Burns, second by Member Lemke to approve the claims as presented. All members present voted in favor and the motion was declared carried.

Abrams & Schmidt LLC	Consulting Attorney	634.50
Affordable Tech. Solutions	2 Computers, Office Supplies	2,605.46
Alco Stores, Inc.	Street – Misc.	15.98
Allied Products Corporation	Park Areas – Flags	268.75
Artic Glacier Inc.	Ice	24.40
B & M Service Center	Fuel & Truck Maintenance	99.20
Baker & Taylor Books	Library – Books	432.16
Banyon Data Systems, Inc.	Utility Billing Support	795.00
Becker & Stemper Electric, LLC	Install Light & Bathroom Switch	234.10
Bonanza Grain, Inc.	Sewer – Maint. Materials	14.75
Bound Tree Medical, LLC	Ambulance – Misc. Supplies	675.52
Burroughs Equipment	Truck Repairs	1,880.60
Business Financial Planning	Flex Plan – Admin. Fee's	108.00
Caledonia Implement Co.	Repairs & Parts	49.48
Caledonia Oil Company	Labor/Parts/Maintenance	36.03
Carquest Auto Parts Store	Fluids & Parts	13.57
City of Caledonia	Utilities	11,167.03
Credit Bureau Data, Inc.	Utility Collection Fee's	15.92
Dairyland Power Cooperative	Labor Wild Turkey Substation	1,480.00
Davy Engineering	Sewer Rehab, Swimming Pool & Facility	1,578.39
Davy Laboratories	Lab	1,557.75
E O Johnson Company	Copier Agreement	506.03
ECM Publishers, Inc.	Advertisements	486.30
Electric Pump	Parts/Labor	6,196.71
Elsie's Bar & Grill	Lunch for Chief's Meeting	67.33
Expert T Billing	Contracted Billing	675.00
Farmer's Coop Elevator Co.	Skating Rink – Scraper	55.00
Feddick Distributing, LLC	Snow Scrapers	135.00
G & F Distributing	Liquor Store Inventory	296.25
Geske, Dave	Arboviral Control 2013	1,998.00
Goodyear Auto Service Center	Truck 004 Tires	1,741.64
Gopher State One Call	Location Notifications	5.90
Hammell & Murphy, PLLP	General & Prosecution Matters	2,989.00
Hawkins, Inc.	Chemicals & Repair Parts	1,122.99
Houston Co. Treasurer	Vehicle Registration Renew	272.00
Innovative Office Solutions	Office Supplies	74.16
Jack Neumann Trucking	Freight Expense	330.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	8,186.34
Ken's Small Engine	Fluids & Chain Saw Parts/Labor	148.73
Kwik Trip Stores	Misc & Gas	41.84
Menard's	Skating Rink – Misc.	9.96
Midwest Beverage & Brokerage	Liquor Store Inventory	97.00
Midwest Tape	Library – DVD's	70.12
Midwest Wheel Companies	Chains for Plow Truck	371.19
MN Energy Resources	Natural Gas	7,998.32
Northern Beverage Distribution	Liquor Store Inventory	4,518.55
Northland Trust Services, Inc.	GO Refunding Bonds Series 2010A	151,995.00
Oesterle, Gary	Liquor Store – Snow Removal	140.00
Overhead Door Co.	Door Repairs/Maint.	147.98
Oxmoor House	Library Book	39.92
Phillips Wine & Spirits Co.	Liquor Store Inventory	4,374.18
Richard's Sanitation, LLC	Refuse Disposal	132.47
Schilling Supply Company	Copy Paper, Ice Melt, Bags	265.13
Schmitz Refrigeration	Furnace Repairs	122.00
Schott Distributing Co., Inc.	Liquor Store Inventory	2,235.60
SE Libraries Cooperating	Auto Fee's	436.42
SEMA Equipment, Inc.	Loader Parts/Fuels/Additives	67.28
Servocal Instruments, Inc.	Water Meter Repairs	677.28
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	155.45
St. Mary Auto Body Shop	Towing Expense	160.32
Star Energy Services	2013 Project	6,052.70
Tri-County Electric Co-op	Electric Energy	208,995.22
Tri-State Ambulance, Inc.	Intercept Fee	750.00
United Auto Supply, Inc.	Misc., Repair Parts	84.04
United Parcel Service	UPS Fee	35.61
Verizon Wireless	Communication Expense	203.83
Water Systems Company	Drinking Water	7.11
Wiebke Tire	Rotate and Balance Tires	35.00
Winona Controls, Inc.	Boiler Repair Parts	<u>538.87</u>

Motion by Mayor Burns, second by Member Vick to approve the pre-paid claims as presented. All members present voted in favor and motion was declared carried.

Buttell's Lighting	Bulbs	615.07
Dawson Truck Parts, Inc.	DOT Inspection Truck	74.28
Gavin, Charles	Travel Expense	243.68
Houston County Treasurer	1999 International Title	315.29
Jack Neumann Trucking	Freight Expense	-2.00
Karian Peterson Power Line	2013 Project	29,389.00
Merchants Bank	ACH Fee	31.21
MN Department of Commerce	3 <sup>rd</sup> Quarter Fiscal Year	488.64
SE Minnesota EMS	Registration Fee	50.00
Standish, Scott	1999 International Truck	4,300.00
Baker & Taylor Books	Library Books	900.19
Hammell & Murphy, PLLP	General Matters	503.50
Midwest Beverage & Brokerage	Liquor Store Inventory	26.00
Midwest Tape	DVD's	393.02
Northern Beverage Distribution	Liquor Store Inventory	4,916.30
Schott Distributing Co, Inc.	Liquor Store Inventory	2,143.35
SE Libraries Cooperating	Library – Auto Fees & Barcodes	432.85
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	125.05
Ace Communications Group	Snow Plow Cable Cut	1,073.27
Airgas USA, LLC	Oxygen/Acetylene	118.74
Caledonia Oil Company	Diesel	1,766.43
Caledonia True Value	Miscellaneous Items, Sawzall	280.57
Edwards Investments	TIF 2-2 Interest Payment	3,497.99
Jack Neumann Trucking	Liquor – Freight Expense	40.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	1,547.57
Phillips Wine & Spirits Co.	Liquor Store Inventory	247.70
T & R Service Company	PCB Analysis, Transformer Disposal	8,462.24
West Main Townhomes of Cal.	TIF Payment 2-1	5,574.86
Winter Equipment Co., Inc.	Plow Parts	379.25
Caledonia Volunteer Fire Dept.	Relief Association	600.00
Houston Co. Highway Dept.	Paint Crosswalk, Signs, Sand	8,720.87
North Central EMS Cooperative	2014 Membership Dues	75.00
Rask, Nicholas	Animal Control – Rent/Misc.	75.00
Caledonia Conv & Tourism Bur.	Tourism	593.82
E O Johnson Company	Copier Agreement	1,012.06
Gavin, Patricia	2013 Uniform Allowance	60.00
MN State Fire Chiefs Assn.	FD 2014 Dues	293.00
Schott Distributing Co, Inc.	Liquor Store Inventory	1,124.29
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	103.75
Business Financial Planning	Cafeteria Plan	233.80
Commissioner of Revenue	State Withholding	1,449.98
ING Institutional Plan Services	TSA Payday 12-24-13	520.00
Merchants Bank	Federal/FICA/Medicare	7,979.96
MN Benefit Association	MBA Payday 12-24-13	97.59
MN Child Support Payment Cnt	Case ID 001470764201	216.88
NCPERS Minnesota	NCPERS Payday 12-24-13	96.00
Public Emp. Retirement Assn.	PERA Payday 12-24-13	6,006.73
Public Emp. Retirement Assn.	PERA/DCP	152.50
Caledonia Oil Company	Diesel	1,557.43
G & F Distributing	Liquor Store Inventory	567.00
Galls/QuarterMaster	PD – Uniforms	124.65
Independent School District	City Share X-ing Guards	888.47
Kraus Oil Company Inc.	Unleaded	1,505.00
Mayo Clinic Health System	Health Cards	180.00
MN Comprehensive Health Assn.	PD/Health Insurance – Coffield	4,887.42
Northern Beverage Distribution	Liquor Store Inventory	1,048.00
Principal Life	Life/Ad&d/Dep. Life	445.62
Southern Wine & Spirits of MN	Liquor Store Inventory	1,060.92
Stadtler Masonry	Auditorium – Labor	5,000.00
Thorson Graphics LLC	Ambulance – Uniforms	161.25
Nelson, Craig	2013 Uniform Allowance	125.00
Allstate Peterbilt – Winona	FD Truck 1420 Parts/Labor	151.46
Caledonia Conv & Tourism Bur.	Pass Thru Contribution	10,010.00
Gavin, Charles	1420 Parts/Labor/Inspection	-151.46
Great Eastern Management, Inc.	Broker Fee	299.73
Houston Co. Treasurer	Ho. Co. Collection Site	4,011.00
Jack Neumann Trucking	Liquor – Freight Expense	35.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	168.00
MN Dept. of Revenue	Sales/Use Tax	19,020.00
MN State Fire Dept. Assn.	Subscription to MN Firefighter	6.00
Petty Cash	Replenish Petty Cash's	140.67
Philips Healthcare	Heartstart ALS Monitor	19,267.25
Phillips Wine & Spirits Co.	Liquor Store Inventory	318.52
Richard's Sanitation	Recycling Collections	6,630.70

Monday, January 13, 2014, Regular Meeting, continued...

Schott Distributing Co, Inc.	Liquor Store Inventory	2,512.40
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	110.75
Stemper, James	2013 Uniform Allowance	106.77
VISA	Travel Expense, Library DVD's	<u>584.05</u>
		\$ 178,268.34
Commissioner of Revenue	State Withholding	230.88
Merchants Bank	Federal/FICA/Medicare	1,386.41
Public Emp. Retirement Assn.	PERA Payday 1-3-14	808.14
Ace Link Telecommunications	Communication Expense	1,176.13
Becker & City, Nathan	Meter Deposit Refund	250.50
Betz & City, Alyssa	Meter Deposit Refund	250.50
Business Financial Planning	Cafeteria Plan	192.40
Caledonia Police Association	PD Association Dues	85.00
Civic Systems, LLC	Semi-Annual Support	2,421.00
Commissioner of Revenue	State Withholding	1,486.01
Eitzen State Bank	Certificate of Indebtedness	28,941.33
Halverson & City, Richard	Meter Deposit Refund	250.50
Image Trend, Inc.	Ambulance – Annual Support	900.00
ING Institutional Plan Services	TSA – payday 1-7-14	520.00
IUOE Local 49	Union Dues	393.00
IUOE Local 49 Benefit Fund	Health Insurance	19,028.00
K Properties	Tax Abatement	626.98
Kid's Corner Daycare	Tax Abatement	1,069.57
Klug, Anthony	Consulting Services	800.00
Lapham & City, Landon	Meter Deposit Refund	250.50
Larson & City, Brian	Meter Deposit Refund	250.50
Merchants Bank	Federal/FICA/Medicare	7,518.97
Miken Sports	Tax Abatement	152.11
MN Child Support Payment Cnt.	Case ID 001470764201	216.88
Public Emp. Retirement Assn.	PERA Payday 1-7-14	6,373.14
Riverland Community College	Training/Auto Extrication	425.00
Schott Distributing Co, Inc.	Liquor Store Inventory	6,297.00
Schroeder & City, Danyel	Meter Deposit Refund	250.00
Sno Pac Foods, Inc.	Tax Abatement	142.23
Southern Wine & Spirits of MN	Liquor Store Inventory	2,331.50
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	96.25
US Bank NA	GO Sewer Revenue Refunding Bonds	425.00
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	86.23
Evans, Tim	2014 Uniform Allowance	125.00
Merchants Bank	ACH Fee	<u>31.42</u>
		\$ 85,788.08

Mayor Burns presented the 2014 Board/Committee member listing and informed the council that all appointments would remain the same for this year. No action taken.

**2014 POSITIONS / APPOINTMENTS**

Administrator Coordinator, Zoning Officer	Mike Gerardy
Ambulance Director	Mike Tornstrom
City Clerk – Administrator	Ted Schoonover
Economic Development Authority Director	Ted Schoonover
Deputy City Clerk	Joyce Guillaume
City Treasurer	City Clerk – Administrator
City Attorney	Timothy A. Murphy
Auxiliary Mayor	Bob Lemke
Community Education Representative	Bob Burns
Official Newspaper	Caledonia Argus
Official Depositories	Bank Of The West
	Merchants Bank
	All Institutions Covered by
	FDIC Insurance
Fire Chief	Charles Gavin
1 <sup>st</sup> Assistant Chief	Kevin Jacobson
2 <sup>nd</sup> Assistant Chief	Todd Lemke
Safety Officer	Randall Ashbacher
Fire Marshal	Dylan Becker & Nick Jore
Treasurer	James Houdek
Secretary	Matt Blocker
Police Chief	Kurt Zehnder
Weed Inspector	Mayor Burns
Assistant Weed Inspector	Administrative Coordinator
Consulting Tree Inspector	Minnesota Forestry
City Health Administrator	City Clerk – Administrator
Animal Control Officer	Nick Rask
Emergency Management Director	Bob Lemke
Planning and Zoning Commission	City Council

Airport Zoning Board

Library Board

Mayor Bob Burns  
City Clerk – Administrator  
Pam Griffith, President  
Diane Muenkel  
Lisa Michelsen  
Patty Schieber  
Hilda Oitzman

**COUNCIL COMMITTEES**

General Government Committee

Legislative, Judicial, Executive  
City Clerk – Administrator’ Office  
Financial Administration  
Law  
Personnel Administration  
Salary Negotiations  
Pay Equity Compliance Oversight

Murphy and Lemke

Public Safety Committee

Police Department  
Traffic Engineering  
Animal Control  
Other Protection  
Ambulance Department  
Fire Department/Fire District  
Civil Defense

Burns and Lemke

Public Works; Health and Welfare Committee

Street Department  
Streets, Sidewalks, Curb and Gutter  
Sanitation  
Health  
Welfare

Burns and Schroeder

Vick and Murphy

Culture-Recreation Committee

Recreation Department  
Auditorium / Athletic Field  
Parks  
Programs  
Library  
Economic Development

Vick and Schroeder

Murphy and Schroeder

Seasonal-Recreation Committee

Burns and Lemke

Enterprise Funds Committee

Water Department  
Sewer Department  
Electric Department  
Liquor Store

Murphy and Schroeder

Administrator Schoonover presented the council with the 2014 Utility Interest Rates. No action taken.

A request from the Houston County Attorney’s Office was presented asking for a contribution for the 2014 Victim/Witness Office in the amount of \$2,000. The council did want to know how many cases this office handled last year to ensure it was a worthwhile program. Schoonover informed them he would get that data from the County Attorney. Motion by Member Vick, second by Member Murphy to approve the contribution as requested. All members present voted in favor and the motion was declared carried.

Administrator Schoonover presented the council with an estimate of what it would cost to Codify the City Ordinances. He is anticipating to come in around \$3,000.00. He then explained why it is so critical to do this. It takes all the Ordinances that have been adopted and codifies or prints them in a booklet form that is then sent to all the individuals and offices that need or have access to them for them to update their code books. It is something that every City needs to do approximately every 5 years. It has been ten years since it has been done here. No action taken at this time.

Schoonover presented the council with a proposal to advertise for the rental of the City Auditorium for various activates. The Argus stated they can do an ad for the upcoming Bridal show for \$25.00. Member Murphy stated he would rather see a classified ad for all events, such as birthdays, weddings, family gatherings et cetera. Motion by Member Murphy, second by Member Vick to purchase \$25.00 worth of classified ads in the Argus. All members present voted in favor and the motion was declared carried.

Schoonover presented the Council with a new Police Department Ride Along Policy that would eliminate the issue the city encountered last month. No action taken.

Schoonover presented the council with an invitation to the 2014 Caledonia Fireman’s Annual Appreciation and Dinner to be held on January 24, 2014 at 6:00 p.m. Employee Time sheets were presented and accepted.

Motion by Member Murphy, second by Member Lemke to allow the Police Department to move ahead and advertise for the hiring of three part- time officers. All members voted in favor and the motion was declared carried.

Monday, January 13, 2014, Regular Meeting, continued...

Schoonover mentioned that recently we have had at least two water meters that have frozen and then subsequently broke forcing the city to replace the bottom portion of the meters. There is currently no policy in place to charge the property owners for the replacements. He stated that he recommends that we implement a policy to that effect. He will get one drafted up and present it at a later date.

At 7:45 p.m. the Mayor closed the regular meeting pursuant to Minnesota State Statute 13D.03 subdivision for labor negotiations At 8:29 p.m. the regular meeting was reconvened.

The next regular meeting will be on Monday, January 27, 2014, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Mayor Burns, second by Member Vick. All voted in favor and the motion was declared carried to adjourn at 8:32 p.m.

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Robert H. Burns

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Ted A. Schoonover  
Clerk-Administrator