REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, July 9, 2012

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, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely, Administrative Coordinator Mike Gerardy and Secretary Jessica Kohnen. Visitors present: Duane Olson, Carol Lee and Caledonia Argus Reporter Clay Schuldt.

AGENDA APPROVAL: A motion was made by Member Lemke, seconded by Member Vick, to approve the agenda with the following additions: Letters from the Caledonia Rod & Gun Club and from the Caledonia Post Master. Also added was an EMT Resignation, the Monthly Discharge Monitoring Report and to commence interviews for hiring a part-time police officer. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA: A motion was made by Mayor Burns, seconded by Member Murphy, to approve the consent agenda. Members voting in favor: Burns, Vick, Murphy and Lemke. Opposed: None. Abstaining: Fisch.

A. MINUTES OF PAST MEETINGS. To approve the minutes of the Continuation Meeting held Monday, June 25, 2012 and the Regular Meeting held Monday, June 25, 2012.

VISITORS AND COMMUNICATIONS.
A. ADJOURN INTO CLOSED SESSION FOR PRELIMINARY CONSIDERATION OF CHARGES AGAINST AN INDIVIDUAL SUBJECT TO CALEDONIA CITY COUNCIL'S AUTHORITY: This matter was resolved prior to the meeting.

B. AMBULANCE DEPARTMENT: Ambulance Director Mike Tornstrom was unable to attend this evenings meeting, therefore City Clerk/Administrator Feely shared Mr. Tornstrom's requests.

1. HIRE NEW EMPLOYEE: Mr. Tornstrom requested approval to hire Ryan Skillings as a First Responder as he is already certified. Following discussion, this matter was deferred to the Personnel Committee.

2. DONATE EQUIPMENT: Mr. Tornstrom requested approval to donate a used cot to a local first responder agency. Suggestions were made to find out the resale value on the cot and try to sell the used cot if we could versus donating the item. Mr. Tornstrom also requested approval to sell or donate the old portable radios that are no longer in use since the new radio system was installed. Consensus of the Council was again to find out the resale value and try to sell them.

3. FURNITURE FOR TRAINING ROOM: Mr. Tornstrom stated in an e-mail that the ambulance association was in the process of purchasing new tables and chairs for the training room and wondered if the City would consider doing a matching fund. The Consensus of the Council was that this would be taken under consideration when preparing for the 2013 Budget.

C. ADMINISTRATIVE COORDINATOR TOPICS:

1. DUANE OLSON ZONING: Administrative Coordinator Gerardy stated that Duane Olson was present to request the Council's consideration in granting a variance for 40 square feet as Mr. Olson would like to put up a garage that is 840 square feet while the zoning ordinance only allows a 800 square foot garage. At the June 25, 2012 meeting a motion was made to grant the variance, however, the motion failed in a tie vote. Mayor Burns stated that if Mr. Olson owned one more square foot of property, he would be allowed to build the 840 square foot garage he is requesting. Following discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to approve granting the 40 square foot variance. Members voting in favor: Burns, Lemke and Fisch. Opposed: Vick and Murphy. The motion was declared carried.

2. CAROL LEE ZONING: Administrative Coordinator Gerardy stated that Carol Lee was present to request a 6' setback variance from the south property line. Ms. Lee is proposing to construct a 6' x 28'6" covered porch on the front of her home. Mr. Gerardy shared that all but 1 of the response forms were returned from the neighbors, none of which objected to the project. Following discussion, a motion was made by Member Lemke, seconded by Member Vick, to grant the 6' setback variance from the south property line. All members voted in favor and the motion was declared carried.

3. PEDESTRIAN CROSS WALK MAST ARMS: Administrative Coordinator Gerardy shared that shortly before the meeting started he received an e-mail from Brown Traffic stating that the quote he initially sent the City for the pedestrian cross walk mast arms out by the High School was missing the price for the mast arm. The initial quote was $10,775 which the Council as approved; the cost for the mast arm is $5,253 which brings the new quote total to $16,028. Mr. Gerardy shared that MNDOT is checking to see if we need the extra 5' pole that would currently have the push button on it or if the push button could be located on the mast arm. Following discussion, a motion was made by Mayor Burns, seconded by Member Vick, to approve the new quote including the mast arm in the amount of $16,028, with the understanding that other budgeted items would have to be transferred. All members voted in favor the motion was declared carried. Member Murphy indicated he would like City Accountant Mann to explain at the next meeting what items were transferred from the budget.

4. SNOW PLOW TRUCK UPDATE: Administrative Coordinator Gerardy shared that following the last council meeting he spoke with a representative from Istate and was able to save another $900 from the original purchase price. Therefore, the final purchase price of the snow plow truck will be $51,000.

D. COMMUNICATIONS:

1. RECAP OF ITEMS SOLD AT COUNTY AUCTION: City Clerk/Administrator Feely shared that attached with the agenda was a list of items sold at the county auction totaling $4,793.52. No action was taken.

2. LMC FLYER: City Clerk/Administrator Feely shared that attached with the agenda was a flyer from the League of Minnesota Cities in regards to their Long-Term Care, Life and Disability Insurance. Member Murphy asked Ms. Feely to obtain more information from them. No action was taken.

3. SEMLM MEETING NOTICE: City Clerk/Administrator Feely shared that attached with the agenda was a meeting notice from SEMLM. The meeting will be held Tuesday, July 31, 2012 in Mantorville. Mayor Burns and Member Fisch indicated they would plan to attend, however, they would not be attending the meal therefore Ms. Feely should contact them and see if there is a cost to attend just the program.

4. LETTER FROM CALEDONIA ROD & GUN CLUB: City Clerk/Administrator Feely distributed a letter from Steve Peter, President of the Caledonia Rod and Gun Club thanking her and the City Council for supporting them with the Arlin Falck Foundation grant application. No action was taken.

5. LETTER FROM POSTMATER: City Clerk/Administrator Feely distributed a letter from Carey Welder, Postmater in Caledonia, in regards to the Dangerous Dog Ordinance. No action was taken.

CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Mayor Burns, seconded by Member Fisch, to approve the Prepaid Claims List for June 2012, contingent upon clarification of the Augedahl Construction & Cabinetry Invoice for sidewalk repair. All members voted in favor and the motion was declared carried.

Elsie's Bar & Grill	Lunch for Chief's Meeting	86.80
Mark's Electronics	Install Accessories in Squad #21	1,215.00
Bauer & City, Gordy	Meter Deposit Refund	250.25
Blue Cross Blue Shield of MN	Ambulance Refund	338.53
Extreme Beverage, LLC	Liquor Store Inventory	134.00
G & F Distributing	Liquor Store Inventory	615.75
Hammell & City, Drew	Meter Deposit Refund	250.25
Jacobson & City, Jessica	Meter Deposit Refund	250.25
Jergenson, Debra	Reimbursement WSI Fee (Laura)	232.00
McCarthy & City, Frances	Meter Deposit Refund	250.25
Nelson & City, Katie	Meter Deposit Refund	250.25
Northern Beverage Distribution	Liquor Store Inventory	1,437.50
Pieper & City, Nancy	Meter Deposit Refund	250.25
Quillin's IGA	Liquor Store Inventory	14.87
Schott Distributing Co, Inc.	Liquor Store Inventory	7,145.00
Shears & City, Irene	Meter Deposit Refund	125.08
South Central College	Safety & Health Training	850.00
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	37.25
Stelpflug & City, Christine	Meter Deposit Refund	250.25
Swartz & City, Vanessa	Meter Deposit Refund	250.18
Tolleson, Allison	Reimbursement Pool Project Expense	92.20
Tuck & City, Ralph	Meter Deposit Refund	500.50
Affordable Tech. Solutions	PD – Server / Computer	5,500.00
Caledonia Conv. & Tourism Bu.	Tourism	150.00
Caledonia True Value	Miscellaneous Items	538.25
Four Seasons Community Center	EDA Event	74.65
Jack Neumann Trucking	Liquor – Freight Expense	45.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	880.93
Phillips Wine & Spirits Co.	Liquor Store Inventory	448.76
Tri-State Ambulance Inc.	Intercept Fee	500.00
Wicka, Dan & Cindy	FD – Tower 50 Boom Lubricant	114.00
Leithold Music	PA System Rental	79.13
Pam's Printshop	Pool Project t-shirts	674.10
Parks & Trails Council of MN	Membership Fee	25.00
Holmen Youth Baseball	Registration Fee	200.00
Houston Co. Treasurer	Title/Registration PD Auction Sell	21.50

Zenke Auction & Realty Inc.	Items from 6-20-12 Auction	80.69
Business Financial Planning	Cafeteria Plan	1,263.61
City of Caledonia Emp. Assn.	Association Dues	65.00
Commissioner of Revenue	State Withholding	1,458.26
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	344.96
ING Institutional Plan Services	TSA Payday 6-26-12	480.00
Merchants Bank	Federal/FICA/Medicare	7,675.41
MN Benefit Association	MBA Payday 6-26-12	97.59
NCPERS Minnesota	NCPERS Payday 6-26-12	80.00
Public Emp. Retirement Assn.	PERA Payday 6-26-12	5,977.39
Ace Communications Group	Elevator Line Repair	469.33
Blocker, Matt	Light – Reimbursement Travel Expense	5.33
Caledonia Conv. & Tourism	Tourism	589.99
Caledonia Volunteer Fire Dept.	Relief Association Dues	600.00
Gavin, Mike	Animal Control	75.00
Gerardy, Mike	Reimbursement – Travel Expense	15.79
Houston County Treasurer	Ho. Co. Collection Site	3,340.00
Jack Neumann Trucking	Liquor – Freight Expense	35.00
Kinneberg, Myron	2012 Uniform Allowance	125.00
Kraus Oil Company	Unleaded	1,508.75
Northern Beverage Distribution	Liquor Store Inventory	1,071.55
Petty Cash	Replenish Petty Cash	86.20
Principal Life	Life/Ad&d/STD	527.09
Printy Quik	Pool Project – Pledge Cards	339.86
Resco	Light Inventory	91,391.50
Schott Distributing Co, Inc.	Liquor Store Inventory	6,348.40
Skillings, Ryan	Reimbursement Travel Expense	5.34
Southern Wine & Spirits of MN	Liquor Store Inventory	276.00
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	143.25
Tri-State Ambulance Inc.	Intercept Fee	750.00
Wirtz Beverage Minnesota	Liquor Store Inventory	1,578.45
Boys & Girls Clubs	Registration Fee	150.00
Galls, Inc.	Uniforms (Heuser)	598.14
Northern Beverage Distribution	Liquor Store Inventory	4,068.90
Onalaska Park & Rec	Registration Fee	125.00
Skillings, Ryan	2012 Clothing Allowance	125.00
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	97.80
Tolleson, Allison	Pool Project Reimbursement Expenses	46.53
VISA	Travel Expense, Supplies, Parts	233.39
Augedahl Construction & Cab.	Defective Sidewalk Replace	6,567.00
Buttell's Lighting	Ballasts Kits, Bulbs	1,380.82
Civic Systems, LLC	Semi-Annual Support	2,372.00
J-Line Design	Ambulance Graphics	2,300.00
Klug, Corey	Refund Overcharge Water & Sewer	144.27
MN Dept of Revenue	Sales / Use Tax	19,137.00
Printy Quik	Pool Project – Printing Expense	570.00
Richard's Sanitation	Recycling Collections	6,289.40
Sheehan, Shane	Pool – WSI Course Reimbursement	150.00
Tornstrom, Michael	Parade Treats	117.86
Commissioner of Revenue	State Withholding	219.30
Merchants Bank	Federal/FICA/Medicare	1,355.13
Public Emp. Retirement Assn.	PERA payday 7-3-12	891.30

Ace Link Telecommunications	Communication Expense	1,196.61
Caledonia Oil Company	Diesel	1,815.25
Four Seasons Community Center	EDA Event – Deposit	-150.00
G & F Distributing	Liquor Store Inventory	471.90
Jack Neumann Trucking	Liquor – Freight Expense	120.00
J-Line Design	Squad #18 Graphics	229.25
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,396.82
Kwik Trip Stores	Pool Project – Scrip	1,350.00
Leithold Music	PA System Rental	79.13
Northland Trust Services, Inc.	GO Refunding Bonds	5,815.00
P & H Services	Carrying Cases & Install Amb. Radios	420.20
Phillips Wine & Spirits	Liquor Store Inventory	607.73
Schott Distributing Co., Inc.	Liquor Store Inventory	4,837.60
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Verizon Wireless	Communication Expense	205.56
G & F Distributing	Liquor Store Inventory	189.00
Northern Beverage Distribution	Liquor Store Inventory	2,803.05
Schott Distributing Co., Inc.	Liquor Store Inventory	2,470.10
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	108.55
		$ 224,016.06

B. CLAIMS PAYABLE: City Clerk/Administrator Feely stated there were three more bills to add to the payables; Expert T Billing, Resco and Ziebell's. Following review, discussion and deliberation, a motion was made by Member Murphy, seconded by Member Vick, to approve the Payable Claims List for June 2012. All members voted in favor and the motion was declared carried.

Abrams & Schmidt LLC	Consulting Attorney	3,453.00
Affordable Technology Sol.	Office Supplies	291.50
Alco Discount Store	Supplies	80.36
Alex Air Apparatus, Inc.	Truck Repairs/Maintenance	281.61
Applied Concepts, Inc.	PD – Radar Unit for Squad #21	2,312.50
Artic Glacier Inc.	Ice	389.78
Astrup Drugs, Inc.	Ambulance – Supplies	132.38
Baker & Taylor Books	Library – Books	214.75
Better Homes & Garden Books	Library Books	36.24
Bound Tree Medicals, LLC	Ambulance – Supplies	380.42
Caledonia Implement Co.	Repair Parts, Shovel	70.98
Caledonia Oil Company	Fluids	63.22
Caledonia Wheel Alignment	Fluids	63.22
Carquest Auto Parts Store	Safety Glasses, Fuel/Additives	19.07
City of Caledonia Utilities	Electric, Water & Sewer	9,748.79
Crescendo Consulting LLP	Pool Project Consulting	13,355.98
D S Electric Supply Inc.	Tool & Inventory	1,892.97
Dahl Automotive	08 F350 Repairs	354.15
Davy Engineering	Engineering Fees	18,868.44
Davy Laboratories	Lab	1,952.60
ECM Publishers, Inc.	Advertisements	587.49
Electric Pump	Lift Station Maintenance	2,173.82
Expert T Billing	Ambulance Contracted Billing	825.00
Family Circle	Library Books	46.63
Farmers Coop Elevator Co.	Storm Sewer Materials	137.17

First Supply	Fountain Parts	287.31
Folstad, Arland	Music in the Park	200.00
Gopher State One-Call	Location Notifications	89.90
Hoskins Electric Co.	Pool – Check Heating Control	60.00
In the Swim	Pool Signs	35.93
Innovative Office Solutions	Office Supplies	867.02
Ken's Small Engine	Truck Repairs, Pruner Repairs	152.94
Kwik Trip Stores	Diesel	84.04
Mayo Clinic Health Systems	Health Cards	156.00
Menard's	Crosswalk Paint, Marking Paint	13.62
Midwest Tape	DVD's	24.14
Minnesota Pipe & Equipment	Repair Parts, Red Marking Paint	613.51
Mississippi Welders Supply Co.	Oxygen	14.11
Northern Balance & Scale	Service / Calibrate Equipment	300.00
Northern Tool & Equipment	Park Areas – Sprayer Nozzle	12.41
Paradise Pool & Spa	Pool Sign	12.03
Quartermaster	PD Uniforms – Zehnder	159.97
Recreation Supply Company	Pool Signs	64.08
Resco	Replace 2 Ratchet Cutter	703.73
Richard's Sanitation	Refuse Disposal	163.64
Schilling Supply Company	Paper, Towels, Bags	497.45
Schwaab, Inc.	Counterfeit Pen	33.09
SE Libraries Cooperating	July 2012 Auto Fees	395.42
SEMA Equipment Inc.	Grease	43.28
Storlie's Portable Pit Stops	Toilet Rent	267.19
Stuart C. Irby Co.	Inventory	543.48
T & R Service Company	Disposal Fee	2,750.00
Tostrud & Temp, S.C. CPA's	2011 Audit	19,125.00
Tri-County Electric Co-op	Electric Energy	190,258.04
United Auto Supply, Inc.	Misc.	104.02
Wiebke Tire	#20 Rotate Balance Tires	30.00
World Point ECC, Inc.	Ambulance Training Supplies	763.70
WWTP MPCA PFA Loan Fund	PFA Loan Payment	3,500.00
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	87.15
		$278,362.79

OLD BUSINESS

A. None.

NEW BUSINESS

A. RESOLUTION APPROVING THE ISSUANCE OF GENERAL OBLIGATION SEWER AND WATER REVENUE NOTE, SERIES 2012: City Clerk/Administrator Feely shared that attached with the agenda was the Resolution for Approving the Issuance of General Obligation Sewer and Water Revenue Note, Series 2012 for review and adoption by the Council. A motion was made by Member Murphy, Seconded by Member Fisch, to approve and adopt the Resolution. During discussion, Member Murphy indicated the Council should be apprised of the fund balances on a month to month basis and well as stating that the City is committed to investing certificates of deposits in area banks. Following all discussion, all members voted in favor of the motion and it was declared carried.

B. POST ISSUANCE COMPLIANCE POLICY AND RESOLUTION: City Clerk/Administrator Feely shared that attached with the agenda was the Post Issuance

Compliance Policy and Resolution for approval and adoption. Following brief discussion, a motion was made by Mayor Burns, seconded by Member Murphy to approve and adopt the policy and resolution. All members voted in favor and the motion was declared carried.

C. MINNESOTA PUBLIC FACILITIES AUTHORITY LOAN AGREEMENT: City Clerk/Administrator Feely shared that attached with the agenda was the Minnesota Public Facilities Authority Loan Agreement for review and approval. Following review of the agreement, a motion was made by Member Murphy, seconded by Member Lemke, approving the Minnesota Public Facilities Loan Agreement. All members voted in favor and the motion was declared carried.

D. MIDI LOAN RESOLUTION: City Clerk/Administrator Feely shared that attached with the agenda was the MIDI Loan Resolution for review and approval. Following review of the $170,000 General Obligation Revenue Note, Series 2012A paperwork, a motion was made by Member Murphy, seconded by Mayor Burns, to approve the MIDI Loan Resolution. All members voted in favor and the motion was declared carried.

E. BCA MASTER JPA AND COURT SERVICES SUBSCRIBER AGREEMENT: City Clerk /Administrator Feely shared that attached with the agenda was the BCA Master JPA and Court Services Subscriber Agreement for review and approval. Ms. Feely stated that City Attorney Tim Murphy has reviewed the documents and advises the Council to approve. Following brief discussion, a motion was made by Mayor Burns, seconded by Member Lemke to approve the BCA Master JPA and Court Services Subscriber Agreement. All members voted in favor and the motion was declared carried.

F. PURCHASE OF TWENTY-FOUR (24) 5/8" X ¾" WATER METERS: City Clerk/Administrator Feely shared that attached with the agenda was a quote from Dakota Supply Group for the purchase of twenty four additional automatic water read meters at a cost of $156.00 each. Water/Waste Water Operator Ryan Skillings suggested the purchase as they would come in handy prior to the upcoming project starting. Discussion included whether the quote for 1,201 water meters for the upcoming project would then be reduced by 24 meters. The consensus was that no the bid for 1,201 meters would not be reduced, that these 24 meters would be extra meters for new home constructions and replacing broken meters called in by residents. A motion was made by Mayor Burns, seconded by Member Lemke, to purchase the extra 24 automatic water read meters at the cost of $156.00 each. All members voted in favor and the motion was declared carried.

G. FIRE TRUCK FINANCING PAPERWORK: City Clerk/Administrator Feely shared that she was notified late in the day that the City was approved for financing for the new fire truck, however, she had no paperwork yet. Paperwork would not be available until the next regular city council meeting on June 23, 2012.

H. PART-TIME POLICE OFFICER HIRING: City Clerk/Administrator Feely shared that Police Chief Kurt Zehnder would like to conduct interviews for hiring part-time officers. The personnel committee stated that any night this week would be fine.

I. EMT RESIGNATION: City Clerk/Administrator Feely shared that Pat Lemke has resigned as an EMT for the Ambulance Service. A motion was made by Member Murphy, seconded by Mayor Burns, to accept the resignation of Pat Lemke. Members voting in favor: Burns, Fisch and Murphy. Opposed: Vick. Abstaining: Lemke.

CLERK'S REPORT

A. EMPLOYEE TIME RECORD: Enclosed with the agenda was the Employee Time Record for pay period June 11 – 24, 2012.

B. POLICE OFFICER MONTHLY ACTIVITY LIST: Enclosed with the agenda was the Police Officer Activity list for June 2012.

C. FOLLOW-UP TO RECENT DANGEROUS DOG DISCUSSION: Enclosed with the agenda was an e-mail from the League of Minnesota Cities regarding the ongoing dangerous dog issue. The consensus of the Council was to have City Attorney Murphy keep looking into the matter of creating an ordinance.

D. PRE-CONSTRUCTION MEETING NOTICE: Enclosed with the agenda was a notice from Davy Engineering of a preconstruction meeting for the upcoming water meter and sanitary sewer rehabilitation project. The meeting will take place on Wednesday, June 11, 2012 at City Hall in the Council Chambers. Members Lemke and Murphy indicated they would plan to attend.

E. COPY OF POOL AND SPA INSPECTION REPORT: Enclosed with the agenda was a copy of the Pool and Spa Inspection Report from the Minnesota Department of Health. Among the items that stood out was that a pressure/temperature valve had to be placed on the water heater. Ms. Feely shared she will speak with Operator Ryan Skillings to make sure it was fixed.

F. REVIEW OF PROJECTS/TASK FOR CLERK/ADMINISTRATOR SUCCESSOR: City Clerk/Administrator Feely shared she is not finished with her lists of projects and tasks as things keep coming up. She will get the list to the Personnel Committee prior to the end of the week.

G. EFFECTIVE MANAGER PROGRAM REFUND: City Clerk/Administrator Feely shared the City received a refund in the amount of $300.00 from the Effective Management Program.

H. DISCHARGE MONITORING REPORT: Distributed at the meeting was the Monthly Discharge Monitoring Report showing a total Monthly Average Nitrogen Level of 6.39 mg/l.

MISCELLANEOUS ITEMS

A. ARLIN FALCK FOUNDATION GRANT: Inquiry was made if City works could do the excavation and prep work for the sidewalk extension to the Four Seasons Community Center. City Clerk/Administrator stated she would check with Kathy Nelson who handles the Foundation.

ADJOURNMENT: A motion to adjourn was made by Member Lemke, seconded by Member Fisch, at 8:28 p.m. All members voted in favor and the motion was declared carried.

_____
Robert H. Burns
Mayor

_____
Jennifer J. Feely
City Clerk/Administrator