

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, January 25, 2010

CALL TO ORDER: Following due call and notice thereof, Mayor Burns called the meeting to order at 6:02 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry, Robert Lemke (6:04 p.m.) and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy, Mike Tornstrom and Matt Blocker. Visitors present: None.

AGENDA APPROVAL: Member Vick brought up adding discussion on the 2010 wages for non association part time employees. Interim Clerk Mike Gerardy wanted to add an Employee's Lost Vacation Time.

CONSENT AGENDA: A motion was made by Member Vick, seconded by Member Murphy, 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 11, 2010, as presented.

B. EXEMPT PERMIT: To approve an Application for Exempt Permit, submitted by the Caledonia Lions Club, for an event to be held at St. Mary's Grade School, 308 East South Street, on February 12, 2010, to include tipboards. Further to waive the waiting period.

VISITORS AND COMMUNICATIONS

A. AMBULANCE DEPARTMENT

1. WINTER COATS: Director Mike Tornstrom presented three different samples of winter coats for the Council to look at along with literature. He is requesting the purchase of 12-18 winter coats for the attendants. He explained the city would own the jackets, that way if an EMT would resign from the ambulance department, we would get the coat back for another EMT to have. He presented a least expensive, middle of the road and a more expensive option. After looking at the coats, the Council and Mr. Tornstrom agreed the middle of the road coat would be the preferable one for the attendants. It was noted that this would be the 2010 uniform allowance for all attendants and that \$2,500 was set aside in the 2010 budget for such items. The remaining \$500 would be taken from a different ambulance department expenditure account. A motion was made by Member Lemke, seconded by Member Perry, to authorize the purchase of up to 15 jackets for an extended price of \$3,000. All members voted in favor and the motion was declared carried
2. OFFICE WORK WAGE: Director Tornstrom explained that some attendants have been doing office work, such as updating protocols and establishing a EMT webpage on city webpage, and that shortly there will be training for the new tough books program. Currently they are being paid \$12.00 or \$14.00 per hour which is the rates of pay when an attendant or first responder is on a call. He questioned whether a separate hourly rate should be established. After lengthy discussion, it was decided that the Council Committee of Mayor Burns and Member Perry would take a closer look at the matter and report back to the full Council with a recommendation.

B. ELECTRIC DEPARTMENT

1. 2010 ELECTRICAL PROJECT: Matt Blocker, Electrician, discussed the new estimate he obtained from PowerPlus Engineering in regards to the changes in the 2010 project. For Option A and Foltz Addition, Option B in Sunnyside Addition and the Marshall Street, it was a total of \$598,127 approximate costs. That would be a \$252,281 savings or difference from the original costs of the original project which was \$850,407. Mr. Blocker was given the go ahead to have PowerPlus Engineering advertise for bids to keep the project moving forward. Further, at the last Council Meeting there was a comment made about using poles in the backyards versus doing the underground to achieve the result of new wire in the backyards. After Mr. Blocker discussed this with PowerPlus Engineering, they informed him that this option would cost the same or would even be more expensive.

2. **ELECTRICAL SCHOOLS:** Mr. Blocker requested authorization to attend two schools. The first school he stated only Tim Evans would be attending, which was a metering school to be held at the MMUA Training Center in Marshall, MN from February 15 – 18, 2010. The cost for the class is \$425 and other expenses would include hotel room, mileage, and the like. The second class he explained that both he and Tim Evans would like to attend, an Electrical Workplace Safety Class is taking place in Owatonna, MN on March 9, 2010. The registration fee is \$175 each, mileage would also be reimbursable. Following brief discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to authorize attendance at both schools. All members voted in favor and the motion was declared carried.

ACCOUNTANT'S REPORT: Stephanie Mann, City Accountant, reviewed the Cash and Investments Sheet, reporting that the December 31, 2009 balance of cash was \$807,454.02 and investments totaled \$2,746,900. Ms. Mann reviewed the Long Term Debt Schedule, showing the schedule of payments and balances, the unpaid debt balance as of December 31, 2009, was \$2,208,497. Ms. Mann then reviewed the 2009 Budget Adjustments; she showed a total increase to revenues of \$176,695 and a total increase to expenses of \$280,000 with a net increase of \$178,775. After discussion of the budget adjustments, a motion was made by Member Murphy, seconded by Mayor Burns, to approve the amended budget with total revenues of \$2,013,285 and total expenditures of \$1,740,675 for 2009. All members voted in favor and the motion was declared carried.

OLD BUSINESS

A. **CONSERVATION IMPROVEMENT PLAN:** The Council reviewed the City's Conservation Improvement Plan and the Tri-County Electric's Energy Rebate Plan, discussion was held on different points of the plan and rebates.

B. HOUSTON COUNTY JUSTICE CENTER

1. **FOOTPRINT OPTIONS:** Interim Clerk Gerardy reviewed a diagram that was given to him by representatives of the Houston County Justice Center, the diagram shows increasing the square footage of the jail in the basement area by 11,880 square feet. In the original plan this was eliminated to decrease the square footage of the jail as agreed upon in the mediation between the County and the City. The County is now stating that the soil was tested by core drilling and it is very unstable. Therefore the dirt has to be excavated out of the area anyway and then different material would have to be hauled in. The County would like to draw up an agreement between the City and the County and saying they are allowed to pour walls and floor but that this portion of the building would not be utilized for an extended period of time, whether it be 10, 15 or 20 years. After much discussion, the Council decided to take no action at this time, but to invite Houston County Representatives to the February 8th Council Meeting for further discussion and to obtain more information on the request.
2. **CONSTRUCTION WORK HOURS:** Gerardy informed the Council that currently the ordinance states that construction work can take place between the hours of 7:00 a.m. until 10:00 p.m. on the weekdays, however no weekends are addressed. The County would like hours set for Saturdays, in case some work needed to be done. After much discussion, the Council set hours of 7:00 a.m. to 3:00 p.m. on Saturdays for construction work to take place, if need be. Members voting in favor: Burns, Vick and Lemke. Opposed: Murphy and Perry. The Motion was declared carried.

C. **AUDITORIUM CHARGE FOR USE:** Upon Council directive at the last Council Meeting, Gerardy met with Matt Blocker, Electrician, to come up with an estimate on how much per hour it costs to run the gym floor lights when there was people who would stop in and shoot baskets, etc. After research Mr. Blocker came back with \$.64 per hour to run the gym floor lights.

D. **COMPUTER SOFTWARE:** The Clerk's Office learned that our utility billing program needs additional software from Banyan Data Systems to properly utilize the AMR handheld Readers. A "meter device interface" would be installed on the computer that handles the utility billing software; the estimated cost for this software is \$2,019.94, which included support and training. After brief discussion, a motion was made by Mayor Burns, seconded by Member Perry, to authorize the purchase of the additional program for the estimated cost of \$2,019.94 plus any additional costs for mileage to allow a technician to come to Caledonia for training. All members voted in favor and the motion was declared carried.

E. 2010 WAGES: Member Vick stated her dissatisfaction with the non association part time wages for 2010. She felt that longevity should have been taken into consideration. She inquired as to whether the wages could be adjusted at this time. After much discussion, the Council decided to stand behind the decision that non association part time employees would not receive a wage increase in 2010.

F. EMPLOYEE LOST VACATION TIME: Interim Clerk Gerardy informed the Council that he had been contacted by the President of the Caledonia Employee Association on the previous minutes when the Council made a motion to compensate Joyce Guillaume for lost vacation as a severance package at whichever time she retires. Gerardy was under the understanding that the Council Committee had meet with or talked with Mr. Schroeder, President of the Association, which he found out there was no communication. The Council Committee said that they would contact Mr. Schroeder of the Employee Association and discuss the motion that was made at the previous meeting.

NEW BUSINESS

A. CHAMBER DONATION: Interim Clerk Gerardy requested of the Council if the City wished to give a donation to the Chamber to assist with Tourism in the amount of \$125. After brief discussion indicating we have done this in previous years, a motion was made by Member Perry, seconded by Member Murphy, to donate \$125 to the area Chamber of Commerce All members voted in favor and the motion was declared carried.

B. POLICE DEPARTMENT: Chief Zehnder had sent a request to purchase cell phones for each of the cars, presently the officers are using personal phones and their number is getting out into the public and they are receiving calls that are not work related or from individuals they do not care to have communications with. After much discussion, the Council decided to have the Police Committee meet with Chief Zehnder to talk about the situation and report back to a future Council Meeting with their findings.

C. STREET DEPARTMENT ENERGY PROJECT: Interim Clerk Gerardy requested authorization to proceed with the lighting projects at the Street Department Shop. The project consists of putting in new energy efficient lighting. Gerardy also informed the Council that this expense was in the 2010 budget as part of the conservation improvement program. After brief discussion, a motion was made by Mayor Burns, seconded by Member Vick, to proceed with the project and to accept the bid that was presented at the 2010 budget meeting. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period December 28, 2009 – January 10, 2010 and distributed at the meeting was the Employee Time Record for pay period January 11 – 24, 2010

B. INSURANCE FOR GAMBLING MANAGER: Gerardy reported he found out that the policy fee for carrying insurance on the gambling manager for the fire department is included in the League of MN Cities premium cost that the City pays as a whole.

C. INVOICE UPDATE: Enclosed with the Agenda was a breakdown of the \$6,800 invoice from David Drown Associates that the Council had an inquiring on at the last council meeting.

D. DARE PROGRAM: Gerardy informed the Council that the DARE Program was starting up again at the public school; he noted that the parochial schools showed no interest. Officer Allan Johnson would be the instructor.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Burns and seconded by Member Perry. All members voted in favor, the motion was declared carried and the meeting then adjourned at 10:14 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, February 8, 2010, in the Council Room, City Hall.

Robert H. Burns, Mayor

Michael F. Gerardy
Interim City Clerk - Administrator