REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, November 14, 2005

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:00 p.m. in the Council Room, City Hall.


CONSENT AGENDA: Following brief discussion, a motion was made by Member Fisch, seconded by Member Klug, to approve the Consent Agenda items, listed below. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, October 24, and Special Meeting, held Monday, November 7, 2005, as presented.

B. SEMINAR: To authorize Roger Schmitz and Tony Klug to attend the Water Utility Management Institute Seminar on November 29 at St. Cloud for registration fees of $75 each, hotel expense for one evening and mileage and meal reimbursements.

VISITORS AND COMMUNICATIONS
A. HOUSTON COUNTY LAW ENFORCEMENT CENTER: Houston County Commissioner Ann Thompson reviewed the information concerning a proposed Law Enforcement Center. To date, architects have determined that the gross floor area of a new building to house the required departments would be 71,481 square feet. Those architects have now been requested by Houston County to determine whether any of that space could be retained in the existing courthouse or sheriff’s office building. Commissioner Thompson said the Commissioners’ preference would be to locate a new building on the courthouse square rather than erect it on a new location. Council Members indicated there was some concern about the possibility that residential properties would be acquired for sufficient area to construct a new law enforcement center. They were also concerned about the proximity to St. Mary’s Elementary School and the new facility. Brief discussion was held on the historical aspects of the existing jail and the necessity for relocating utility services depending upon placement of a new placement on the courthouse square or adjoining area. Member Fisch requested that Houston County consider widening South Street, if the new facility were to be erected on the South side of the existing courthouse, to accommodate the additional generated traffic. Commissioner Thompson advised that the city would be kept informed of progress on the proposed building. She stated there was no established time table for the start or completion of construction. No action was necessary at this time.

CLAIMS
A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Klug, to approve the Prepaid Claims for October 2005. All members present voted in favor and the motion was declared carried.

<table>
<thead>
<tr>
<th>Company</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kraus Oil Company</td>
<td>Unleaded Fuel</td>
<td>1,301.50</td>
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<tr>
<td>Caledonia Oil Company</td>
<td>Diesel</td>
<td>1,100.00</td>
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<td>Tri-County Electric</td>
<td>Electric Energy</td>
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<td>Carquest Auto Parts</td>
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<td>Crystal Canyon Inc.</td>
<td>Drinking Water</td>
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<td>Houston County Highway Dept.</td>
<td>Storm Sewer Materials</td>
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<td>Northern Beverage Distribution</td>
<td>Beer</td>
<td>745.40</td>
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<td>Public Safety Center</td>
<td>Rite in the Rain</td>
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<tr>
<td>Schott Distributing Center</td>
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<td>Tech Services</td>
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<td>MN Municipal Beverage Assn.</td>
<td>Registration Fee</td>
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<tr>
<td>Schumacher Elevator Co.</td>
<td>Maintenance Agreement</td>
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<td>Baker &amp; Taylor Books</td>
<td>Library Books</td>
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<td>Houston County Highway Dept.</td>
<td>County Maps for Resale</td>
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<tr>
<td>Midwest Tape</td>
<td>Library DVDs</td>
<td>74.79</td>
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<td>Ziebell’s Hiawatha Foods</td>
<td>Liqueur – Mix</td>
<td>64.09</td>
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<tr>
<td>Bank of the West</td>
<td>FICA/Medicare</td>
<td>38.25</td>
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US Treasury M14 File & M16 File 82.64
Midwest Wireless Comm. Mobile Unit 221.21
Northern Beverage Distribution Beer 1,116.80
Schott Distributing Co., Inc. Beer 3,421.75
Spring Grove Soda Pop, Inc. Beer & Soft Drinks 270.75
Aasum & City, Lucas Meter Deposit Refund 125.43
Arch Wireless Mobile Unit 51.27
Betz & City, Mitch Meter Deposit Refund 79.50
Caledonia Chamber Tourism 71.56
Connally & City, Rinda Meter Deposit Refund 76.41
DeWall & City, Nicole Meter Deposit Refund 78.91
Feine & City, Bonnie Meter Deposit Refund 132.26
Johnson Brothers Liquor Co. Liquor / Wine 733.29
Lechtenberg & City, Neil Meter Deposit Refund 79.50
Mainstream Remington 674.00
Phillips Wine & Spirits Liquor / Wine 2,023.01
Schock, Tony Meter Deposit Refund 79.50
Strabley & City, Brandon Meter Deposit Refund 76.50
Swindell & City, Jerry Meter Deposit Refund 76.50
Teffs Carpet Cleaning Carpet Cleaning 794.93
Bank of the West Fed/Fica/Med 6,322.80
City Of Caledonia Employee Share Health Insurance 383.55
City Of Caledonia Emp. Assn. Association Dues – October 140.00
Commissioner of Revenue State Withholding 2,523.28
Minnesota NCPERS Life NCPERS 80.00
MN Benefit Association MBA 152.63
Orchard Trust Co., LLC TSA 1,235.00
Public Employee Ret. Ass. PERA 3,846.59
Bonanza Grain, Inc. Concrete 196.63
Bubbers Jewelry Key to the City 74.55
Buttell’s Lighting Bulbs/Ballasts 226.33
Creative Solutions Maintenance Agreement 119.81
Holiday Inn Civic Center Travel Expense 198.00
Printy Quik Business Cards for PD 73.49
SE MN Historic Bluff Country Tourism 1,272.92
United Parcel Service Ups fee 64.00
United Systems Technology Maintenance Agreement 2,810.00
VISA Miscellaneous Items 534.56
Ace Link Telecommunications Communication Expense 974.89
Bank of the West Fed/Fica/Med 17.48
Caledonia Oil Company Unleaded 1,176.88
Fisch, Paul Sidewalk Reimbursement 356.25
Gavin, Mike Animal Control 300.00
Griggs, Cooper & Company Liquor / Wine 2,962.61
Houston County Treasurer Ho Co. Collection Site 3,267.50
Jahn’s Transfer Freight Expense 89.13
MN Dept. of Revenue Sales/Use Tax 12,691.25
Northern Beverage Dist. Beer 535.30
Principal Life Life/Ad&d/STD 589.49
Richard’s Sanitation Recycling – Collections 5,751.25
Schott Distributing Co. Beer 1,413.50
Spring Grove Soda Pop Beer 573.75
US Postal Service Utility Billing 285.01
Wells Fargo Brokerage Serv. Principal & Interest 11,957.68
Bank of the West Fed/Fica/Med 970.00
Extreme Beverage Distribution Liquor Store – Mix 32.00
Printy Quik Bottle Tickets 42.49
Public Emp. Retirement Ass. PERA 454.75
Schock, Tony Meter Deposit Refund 129.51
Tri-County Electric Co-op Electric Energy 68.46
Bluff & Valley Balloon Rally Donation from American Legion 175.00
Caledonia Electronics DVD/CD Player 53.24
Information Management Svcs Tech Services 390.15
Kinneberg, Myron Mileage Reimbursement 56.98
Lewis, Jessica Meal Reimbursement 28.72
MN Assn. Law Enforce Fire Registration Fee 180.00
Northern Beverage Distribution Beer 1,145.35
Regular Meeting, Monday, November 14, 2005, continued...

Post Board License Fee 45.00
Printy Quik Alternate Side Parking Stamp 21.25
Schott Distributing Co. Beer 2,638.45
Spring Grove Soda Pop, Inc. Beer 176.00
Aquila Natural Gas 1,331.58
Ortivus, Inc. Sales Tax for Ambulance 638.77
Tri-County Electric Co-op System Equipment 1,253.26
Bank of the West Fed/Fica/Med 6,149.14
Caledonia Police Association PD Association Dues 60.00
City Of Caledonia Employee Share Health Insurance 383.55
Kinneberg, Myron Reimbursement for Text Book 62.02
Kraus Oil Co. Diesel 1,176.00
Orchard Trust Co. TSA 1,235.00
Public Emp. Retirement Assn. PERA 3,772.23
Blue Cross Blue Shield Health Insurance 19,791.00
Johnson Brothers Liquor Liquor / Wine 2,944.19
Northern Beverage Distribution Beer 80.55
Phillips Wine & Spirits Liquor / Wine 913.69

$220,113.64

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Klug, to approve and authorize payment of the Claims Payable for October 2005. All members present voted in favor and the motion was declared carried.

Airgas North Central Welding Supplies 80.91
Aquila Repair Line Hit 254.40
Artic Glacier Inc. Ice 110.90
B & B Tree Service Stump Removal 115.00
Baker & Taylor Books Library Books 535.90
Baldwin Cooke Co. Planners 175.54
Border States Electric Supply Post Tool 313.83
Brown Traffic Products, Inc. Pole/Flasher 3,177.96
Burroughs Bulldozing Waterway work 780.00
Caledonia Drugs Gloves 25.83
Caledonia Electronics Miscellaneous Items 248.92
Caledonia Haulers Parts 21.86
Caledonia Implement Miscellaneous Items 175.45
Caledonia Lumber, Inc. Building Materials 32.46
Caledonia Oil Co. Squad Maintenance 117.34
Caledonia Ready Mix Concrete 163.48
Carquest Auto Parts Parts 32.64
Clia Laboratory Program Clia Lab Fee 150.00
Communications Service Pager 413.22
Curt & Candy’s Hardware Hank Miscellaneous Items 205.54
D S Electric Supply Install Highway Lights 577.05
Dalco Dispensers 13.29
Davy Engineering Co. Sewer Rehab Project 817.96
Davy Laboratories 3 Total Coliforms 1,554.16
Demco Laminated Tape 73.33
ECM Publishers, Inc. Ads 327.34
Farmer’s Co-op Elevator Chemicals 296.74
Fastenal Company Miscellaneous Parts 12.18
First Supply Company Hydrafinder 373.80
Franciscan Skemp Healthcare Drug Screen 102.00
Gopher State One-Call, Inc. 41 Location Notifications 55.35
Green Power Equipment Grease & Labor on Tractor 875.97
Hawkins, Inc. Chemicals 1,365.20
Hoskins Electric Co. Wiring 1,285.00
Information Management Serv. Tech Services 62.76
Kraus Oil Company Unleaded 1,078.25
Mathy Construction Co. Asphalt Patching 1,660.00
Midland Telecom, Inc. Pager Labor 113.25
Midwest Tape Library DVD’s 137.60
Mississippi Welders Supply Oxygen 96.15
M-R Sign Company Inc. Signs 240.46
Municipal Pipe Tool Co. TV Inspection of Sanitary Sewer 4,892.40
OLD BUSINESS

A. TERMS AND CONDITIONS OF EMPLOYMENT: Clerk Nelson informed the Council that at the Regular Meeting of October 24, when the Council approved the hire of Chad Heuser and Jessica Lewis as part-time police officers, he had neglected to inquire about terms and conditions of employment such as the hourly pay rate and probationary period. Following review of pay rates of other part-time officers, a motion was made by Member Fisch, seconded by Mayor Morey, to set the wages for the two new officers at $14.46 per hour with a $1.00 per hour rate for night time differential and a one year probationary period which would begin on the date the Council authorized their hire, being October 24, 2005. All members present voted in favor and the motion was declared carried.

B. COMPUTER USE POLICY: Clerk Nelson distributed copies of the existing Computer Use Policy adopted by the City Council in February 2002, along with a model policy recently recommended by the League of Minnesota Cities. Nelson said he would complete a draft for the next Council Meeting combining the existing and recommended parts of the model league policy for presentation at the next regular meeting. No action was necessary at this time.

NEW BUSINESS

A. LAND OFFER: Clerk Nelson informed the Council that Member Vick reported Tony Denstad had inquired whether or not the City would be interested in purchasing the vacant parcel of land between the China Buffet and Municipal Liquor Store. The Council indicated that the area of the parcel and requested sales price be obtained.

B. AUDIT QUOTE: Following review of the quote for performing the 2005 Annual Audit from Tostrud & Temp for an amount not to exceed $19,900 ($20,850 if a single audit applies) and reimbursement for meals and expenses, a motion was made by Member Fisch, seconded by Mayor Morey, to approve the offer and authorize Mayor Morey to sign on behalf of the City. All members present voted in favor and the motion was declared carried.

C. ANNUAL LMC CONFERENCE: Clerk Nelson inquired if any Council Members wished to attend one or more days of the Annual League of Minnesota Cities Conference to be held at Rochester on December 1, 2 and 3, reporting the attendance fee was $315 for all days and $215 for Friday only. No members chose to attend.

D. HANDICAPPED PARKING SIGNS: Discussion was held on a request by relatives of Loretta Mechtel, 312 North Ramsey Street, for installation of handicapped parking signs to be installed to reserve a parking place on the street adjacent to her sidewalk, which extends to the curb. A motion was made by Member Standish, seconded by Member Fisch, to authorize installation of handicapped parking signs, as requested. Members voting in favor: Standish. Opposed: Morey, Fisch and Klug. The motion was declared failed. Following further discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to authorize a 4’ to 5’ length of curb to be painted yellow, immediately at the walkway, (this would be intended as a no parking zone for Ms. Mechtel to have access to a vehicle parked on the street). All members present voted in favor and the motion was declared carried.
E. SPECIAL ASSESSMENT: Clerk Nelson reported that Robert Lemke, Caledonia Oil Company, requests authorization from the Council to have sidewalk improvements done to the property at the Caledonia Oil Station and have the expenses placed on Special Assessments collected over a ten year period. The estimated cost for replacement of 1,294 square feet of concrete sidewalk is $3,946.70. A motion was made by Member Fisch, seconded by Member Standish, to approve the request for Special Assessments. All members present voted in favor and the motion was declared carried.

CLERK’S REPORT
A. ACTIVITY LIST: Enclosed with the Agenda was the Activity List provided by Joyce Iverson, EDA Director, for September – October 2005.

B. CITY EMERGENCY SERVICES: Enclosed with the Agenda was a request from the Caledonia Chamber of Commerce for emergency services, including auxiliary police, ambulance attendants and firefighters to be present at the Balloon Rally to be held December 3 and 4. A council inquiring was made as to whether the services are provided on a volunteer basis or whether the attendants and auxiliary police charge for the service.

C. STORAGE SHED: Clerk Nelson informed the Council that Bob Lemke, Caledonia Oil Company, requested whether or not the City Council would have objection to use of an old semi trailer for a storage shed at the bulk plant site on North Ramsey Street. Clerk Nelson recommended against the use, suggesting that it may lead to others asking for the same privilege in commercial or residential areas in lieu of constructing utility sheds. The Council did not, however, register emphatic opposition to the proposal.

D. CAPITAL CREDIT: Clerk Nelson reported that Tri-County Electric Cooperative recently delivered the annual Capital Credit dividend in the amount of $21,554.33. Nelson explained that the Capital Credit is given after a 20 year period, thus this dividend would represent the payments for electrical energy in 1984.

E. POLICE DEPARTMENT ACTIVITY LIST: Enclosed with the Agenda was the Police Department Activity List and Summary List for October 2005.

F. THE WHEEL: Enclosed with the Agenda was a November 2005 copy of the Rotary Newsletter.

G. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report for October 2005, showing a Monthly Average Total Nitrogen Level of 6.36 mg/l.

H. RESPONSIBLE ALCOHOL USE: Enclosed with the Agenda, for informational purposes only, was an e-mail received from the City Administrator of the City of Princeton, describing a contest for high school seniors who complete a poster or essay or multi-media presentation to address underage drinking or irresponsible use of alcohol by adults. This relates to municipalities having municipal liquor stores.

I. EMPLOYEE TIME RECORD: Enclosed with the Agenda were the Employee Time Records for pay period October 10 – 23, 2005 and for period October 24 – November 6, 2005.

J. TAX VALUE ADJUSTMENT: Enclosed with the Agenda was a letter from Peter Johnson, Houston County Auditor, explaining that Aquila filed a court case for reconsideration of its property valuations which resulted in a refund of past years real estate taxes. For the City Of Caledonia, the impact will be a reduction of $1,802.41 to be deducted from the December 2005 distribution from Houston County.

MISCELLANEOUS ITEMS
A. CONTRIBUTION: Clerk Nelson informed the Council that a contribution of $175 had been received from American Legion Post #191 with a request for it to be transferred to the Balloon Rally to be held December 3 and 4. Following brief discussion, a motion was made by Member Fisch, seconded by Member Klug, to accept the American Legion Donation and transfer it to the committee in charge of the December Balloon Rally. All members present voted in favor and the motion was declared carried.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Standish and seconded by Member Klug. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 9:27 p.m. The next Regular
Meeting of the City Council is scheduled for 7:00 p.m., Monday, November 28, 2005, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator