

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, November 8, 2010

CALL TO ORDER. Following due call and notice thereof, Acting Mayor Vick called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL. Members present: Randi Vick, Tom Murphy, Robert Lemke, and Paul Fisch. Members absent: Mayor Burns. Consultants and City staff present: City Clerk/Administrator Jennifer Feely, Administrative Coordinator Mike Gerardy, Water/Wastewater Operator Tony Klug, Accountant Stephanie Mann, and Davy Engineer Mike Davy. Visitors present: Argus Reporter Charlie Warner, Robert Hosch, Matt Blocker, Kurt Zehnder, James Stemper, Scott Longhorn, and David Augedahl.

AGENDA APPROVAL. A motion was made by Acting Mayor Vick, seconded by Member Murphy to approve the agenda. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Member Lemke, seconded by Member Murphy to approve the consent agenda. 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, October 25, 2010 and the minutes of the Special Meeting held Wednesday, November 3, 2010, as presented. A motion was made by Member Lemke, seconded by Member Murphy to approve the minutes with a correction of a motion. All members present voted in favor and the motion was declared carried.

B. APPLICATION FOR EXEMPT PERMIT: CALEDONIA WRESTLING CLUB. A motion was made by Member Fisch, seconded by Member Lemke to approve an exempt permit for the Caledonia Wrestling Club on February 4, 2011. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS.

A. MIKE DAVY, DAVY ENGINEERING: ADOPTION OF SEWER RATE INCREASE AND SEWER ORDINANCE. Davy Engineer Mike Davy was present for the informal public hearing portion of the meeting to review the proposed sewer rate increase and sewer use ordinance. Davy began his presentation by stating that the purpose of the rate increase was to balance the sewer fund budget as it has been operating in the negative for many years. Davy went on to state that the purpose of adopting the sewer use ordinance was to be in compliance with current sewer standards. The following handouts were distributed to the Council for review and discussion: Caledonia Influent Flow vs. Precipitation Spreadsheet; Summary of Sewer Annual Costs; Sewer Rate Comparisons; Appendix A: Sewer Use and User Charge Ordinance; and Spreadsheet Showing Example Sewer Use Charges. Davy noted that the City needs to get better control of the influent flow as noted on the Influent Flow vs. Precipitation spreadsheet. Davy went on to provide the following information regarding the annual costs of the Sewer Fund:

| <u>Variable Costs</u>                |                     |
|--------------------------------------|---------------------|
| Operation and Maintenance Expenses   | \$309,560.00        |
| Collection Replacement Fund          | \$ 0.00             |
| Treatment Replacement Fund (Reserve) | <u>\$ 30,600.00</u> |
|                                      | \$340,160.00        |

Fixed Costs

Debt Payments

|                           |               |
|---------------------------|---------------|
| \$495,000 G.O. Bond       | \$ 69,012.50  |
| MPCA PFA Loan             | \$ 41,942.88  |
| South Street Sewer Rehab  | \$ 18,484.32  |
| 2011 Sewer Rehabilitation | \$ 109,696.03 |
| 10% Debt Reserve          | \$ 23,910.00  |
| Subtotal Debt Payments    | \$263,045.73  |
| Interfund Loan            | \$ 0.00       |
| Total Debt Payments       | \$263,045.73  |

TOTAL ANNUAL COST \$603,205.73

Discussion ensued regarding collecting sufficient funds for the interfund loan. The consensus was to forgo collecting such funds in 2011 and revisit again in 2012. It was noted that by not collecting funds for an interfund loan, the fixed monthly meter cost would decrease.

Next, Davy discussed the following information regarding Appendix A of the proposed Sewer Use and User Charge Ordinance:

Appendix A:

Sewer Use Charge

Sewer Service Charge=Fixed Meter Charge plus Sewer Use Charge

Monthly Fixed Meter Charge (DEBT)

| Meter Size                        | 5/8", 3/4" | 1"      | 1 1/4"  | 1-1/2"  | 2"      | 3"       | 4"       |
|-----------------------------------|------------|---------|---------|---------|---------|----------|----------|
| Monthly Fixed Meter Charge – Debt | \$12.54    | \$25.08 | \$37.62 | \$50.16 | \$87.78 | \$200.64 | \$351.12 |

Sewer Use Charge (OM&R)

|   |        |
|---|--------|
| Domestic Volumetric Charge per 1,000 gals     | \$4.30 |
| Domestic Volumetric Charge per 100 cubic feet | \$3.22 |

Davy went on to discuss sewer service exceedance limitation charges for the Caledonia Haulers Milk Plant and explained that the purpose of the exceedance charges is to deter exceeding limits. It was noted that Caledonia Haulers is currently making modifications to replace their existing holding tank in an effort to avoid exceeding the monthly limits as established by the Minnesota Pollution Control Agency. Member Fisch inquired as to what the City and Caledonia Haulers is required to monitor daily. Davy stated that the pH and flow is monitored daily, while the BOD and TSS is measured a few times a week. It was further noted by Davy that Caledonia Haulers can monitor such parameters on a daily basis so as to avoid exceeding limitations. Davy stated that customers with larger meters will see a more significant rate increase. It was noted that customers may request to put in a smaller meter and that is completely fine. Member Murphy asked Davy how staff will know whether a smaller meter is needed. Davy suggested that staff contact him with any questions as he has a table to determine estimated usage and meter size. Davy stated that the overall purpose of the rate increase is to help balance the Sewer Fund budget. He noted that the City will likely see decreases in 2011 if less water is used as a result of the increase in rates. It was strongly recommended that the City review rates each October and approve any increases in November, to be effective January 1 of the following year. Member Murphy asked Davy how rates will be calculated moving forward when percentages change and requested that Davy share his philosophy with City staff. Davy responded by stating that he would send over a spreadsheet that staff would be able to use to plug in the new rates each year. Acting Mayor Vick asked if there were any comments and/or questions from the public. Robert Hosch asked a question about the sewer rate comparison handout. Hearing no further questions or objections, a motion was made by Member Murphy, seconded by Member Fisch to adopt Davy's proposed sewer rate increase to go into effect January 1, 2011. Voting in Favor: Acting Mayor Vick, Member Lemke, Member Murphy, and Member Fisch. Voting Against: None. Absent: Mayor Burns. The motion was declared carried. A second motion was made by

Member Lemke, seconded by Acting Mayor Vick to approve repealing Chapter 53 of the City Code of Ordinances and adopting the new Chapter 53: Sewer Use and User Charge Ordinance. Voting in favor: Member Lemke, Member Vick, Member Murphy, and Member Fisch. Voting Against: None. Absent: Mayor Burns. The motion was declared carried.

**B. CITY ACCOUNTANT TOPICS.**

1. **BRIEF REVIEW OF 2011 BUDGET CHANGES.** Accountant Stephanie Mann presented the Council with a revised 2011 budget that included the changes made at the November 3 meeting. Discussion ensued. No action was taken.

**C. ADMINISTRATIVE COORDINATOR TOPICS.**

1. **PUBLIC HEARING: ZONING PERMIT APPLICATION FOR 124 NORTH MCPHAIL AVENUE.** Administrative Coordinator Mike Gerardy shared that Jason Peters, 124 North McPhail Avenue, submitted a zoning permit application to construct a 10'x28' addition onto his existing 14'x22' garage. The proposed garage was to be located approximately 8' from the south (rear) property line. The proposal requires consideration of a 22' setback variance on the south (rear) property line. Hearing no comments or concerns from the public, a motion was made by Member Lemke, seconded by Member Fisch to approve the zoning permit application. All members present voted in favor and the motion was declared carried.
2. **SOUTH STREET UPDATE.** Administrative Coordinator Gerardy shared that all South Street sewer work is done and ready for the first layer of bituminous to be applied shortly. Gerardy noted that the two blocks of liner work will likely be completed by December 1. Member Murphy inquired as to how long the equipment and crane will be on Pine Street. Gerardy stated that he anticipated that work involving the crane and other related equipment would be wrapping up within the next couple of weeks.
3. **SNOW PLOW OPERATOR WAGE.** Administrative Coordinator Gerardy requested the Council's consideration in increasing DeWayne "Tank" Schroeder's hourly wage from \$10/hour to \$15/hour for time spent training the new water/wastewater operator and when needed to assist in plowing snow. Discussion ensued. A motion was made by Member Fisch, seconded by Acting Mayor Vick to pay DeWayne "Tank" Schroeder \$15 per hour for the 2010-2011 year. Discussion ensued. Member Lemke requested that the motion be amended to include raising the rate from \$10/hr to \$15/hr for all those hired to assist with snow removal. Voting in favor: Acting Mayor Vick, Member Lemke, and Member Fisch. Opposed: Member Murphy. Absent: Mayor Burns. The motion was declared carried.
4. **MnDOT MEETING.** Administrative Coordinator Gerardy informed the Council that he and City Clerk/Administrator Feely would be attending a District 6 MnDOT meeting in Rochester on November 18. Member Fisch requested that staff discuss Warrior Ave and Highway 76 with MnDOT officials.

**D. COMMUNICATIONS.**

1. **MEDIACOM NOTICE.** Included with agenda was an informational piece from Mediacom. No action was taken.

**CLAIMS**

A. PREPAID CLAIMS. Following review, discussion, and deliberation, a motion was made by Acting Mayor Vick, seconded by Member Lemke, to approve the Prepaid Claims List for October 2010. All members voted in favor and the motion was declared carried.

|                                 |                                   |            |
|---------------------------------|-----------------------------------|------------|
| Business Financial Planning     | Cafeteria Plan                    | 90.00      |
| Felten, Susan                   | Reimbursement EMT Training        | 600.00     |
| Galls, An Aramark Company       | Uniforms                          | 24.73      |
| Mathy Construction              | Maintenance Materials             | 261.37     |
| Minnesota UC Fund               | Unemployment                      | 336.92     |
| Verizon Wireless                | Fire – Communication Expense      | 59.27      |
| Ability Building Center         | Rec Park – Groundkeeping          | 61.63      |
| Bolduan & City, Maribeth        | Meter Deposit Refund              | 125.56     |
| Brink & City, Amy               | Meter Deposit Refund              | 125.10     |
| Chapman & City, Lynette         | Meter Deposit Refund              | 125.10     |
| Dawson Truck Parts, Inc.        | FD – Install Chains               | 1,208.35   |
| DeWall & City, Darin            | Meter Deposit Refund              | 201.80     |
| Dundee & City, Lee              | Meter Deposit Refund              | 125.29     |
| Expert T Billing                | Ambulance Billing                 | 841.50     |
| Fire Safety USA, Inc.           | FD – LED Spotlight                | 128.90     |
| Halling & City, Moly            | Meter Deposit Refund              | 201.80     |
| Houston Co. Recorder            | Recording Fee's                   | 92.00      |
| Houston Co. Treasurer           | City Solid Waste Manage Ordinance | 1,015.70   |
| Mickschl & City, Marc           | Meter Deposit Refund              | 201.80     |
| Buttell's Lighting              | City Hall – Ballasts              | 53.33      |
| DeGeorge, John                  | Consulting Services               | 854.40     |
| Employee Data Forms             | 2011 Employee Data Calendars      | 22.00      |
| Eitzen State Bank               | Light Department – Investments    | 150,000.00 |
| Merchants Bank                  | Federal/FICA/Medicare             | 6,259.34   |
| Business Financial Planning     | Cafeteria Plan                    | 556.52     |
| Caledonia True Value            | Repair Parts/Supplies             | 518.09     |
| City of Caledonia Emp. Assn.    | Association Dues                  | 70.00      |
| Commissioner of Revenue         | State Withholding                 | 1,218.85   |
| ING Institutional Plan Services | TSA payday 10-19-10               | 580.00     |
| Innovative Office Solutions     | 2011 Planners                     | 102.81     |
| Jack Neumann Trucking           | Liquor – freight expense          | 35.00      |
| Metro Sales                     | PD – Copier Agreement             | 47.60      |
| Minnesota NCPERS Life Ins.      | Payday 10-19-10                   | 80.00      |
| MN Benefit Association          | Payday 10-19-10                   | 96.41      |
| Public Emp. Retirement Assn.    | Payday 10-19-10                   | 5,348.27   |
| Schott Distributing Co.         | Beer                              | 1,853.95   |
| Spring Grove Soda Pop, Inc.     | Beer                              | 146.05     |
| Wirtz Beverage Minnesota        | Liquor / Wine                     | 1,183.93   |
| Ziebell's Hiawatha Foods, Inc.  | Liquor – Soda / Mix               | 71.05      |
| Gavin, Patricia                 | Mileage Reimbursement             | 106.00     |
| Kraus Oil Company               | Diesel                            | 1,546.00   |
| Minnesota Sheriff's Assn.       | PD – Forms                        | 58.68      |
| Moe Fencing, Inc.               | Fence Maintenance / Repair        | 1,870.00   |
| Northern Beverage Distribution  | Beer                              | 2,367.70   |
| Privet, Lynda                   | Ambulance – Instructor Fee        | 40.00      |
| Schott Distributing Co., Inc.   | Beer                              | 3,472.20   |
| SE MN Development Corp.         | Development Services              | 750.00     |
| Spring Grove Coop Telephone     | FD – Phone Battery                | 26.72      |

|                                 |                                 |            |
|---------------------------------|---------------------------------|------------|
| Spring Grove Soda Pop, Inc.     | Beer                            | 70.30      |
| Tri-State Ambulance             | Intercept Fee                   | 250.00     |
| US Postal Service               | Library – Stamped Envelopes     | 69.60      |
| Laser Product Technologies      | Clerk’s Office – Toner          | 115.32     |
| SE MN Historic Bluff Country    | Tourism                         | 1,227.40   |
| USA Mobility Wireless, Inc.     | Communication Expense           | 45.29      |
| Verizon Wireless                | Communication Expense           | 60.21      |
| Buttell’s Lighting              | Bulbs & Ballasts                | 275.52     |
| Gavin, Mike                     | Animal Control                  | 75.00      |
| Geske, Dave                     | Mosquito Control                | 1,995.00   |
| Houston Co. Recorder            | Recording Fee                   | 46.00      |
| Houston Co. Treasurer           | Ho. Co. Collection Site         | 3,340.00   |
| Jack Neumann Trucking           | Liquor – Freight Expense        | 55.00      |
| Jacobson, Eileen                | Paint Signs – Tree Site         | 310.30     |
| Johnson Brothers Liquor Co.     | Liquor / Wine                   | 878.33     |
| Thorson Graphics, Inc.          | Ambulance – Uniforms            | 283.00     |
| US Postal Service               | Clerk’s Office – Postage Stamps | 71.35      |
| Wine Company                    | Liquor Store – Wine             | 288.00     |
| Eitzen State Bank               | Light – Investments             | 150,000.00 |
| Galls, An Aramark Company       | PD – Uniforms                   | 752.93     |
| Schumacher Elevator Co.         | Elevator Maintenance            | 692.23     |
| US Postal Service               | Utility Billing October 2010    | 390.72     |
| Verizon Wireless                | PD – Communication Expense      | 106.25     |
| ACE Link Telecommunications     | Communication Expense           | 1,066.08   |
| Lemke, Patricia                 | Registration Fee                | 20.00      |
| MN Department of Revenue        | Sales / Use Tax                 | 21,088.00  |
| Richard’s Sanitation            | Recycling                       | 6,403.20   |
| Schott Distributing Co, Inc.    | Beer                            | 5,845.92   |
| Spring Grove Soda Pop, Inc.     | Beer & Soft Drinks              | 96.00      |
| Business Financial Planning     | Cafeteria Plan                  | 556.52     |
| Caledonia Police Association    | PD Association Dues             | 85.00      |
| Commissioner of Revenue         | State Withholding               | 1,403.08   |
| Department of Public Safety     | Liquor Store Retailer’s Card    | 20.00      |
| ING Institutional Plan Services | TSA Payday 11-2-10              | 580.00     |
| Jack Neumann Trucking           | Liquor Freight Expense          | 36.00      |
| Merchants Bank                  | Federal/FICA/Medicare           | 7,256.05   |
| Minnesota Revenue               | Wage Levy                       | 231.31     |
| Principal Life                  | Life/Ad&d/STD                   | 559.74     |
| Public Emp. Retirement Assn.    | PERA Payday 11-2-10             | 6,029.17   |
| VISA                            | Miscellaneous Items             | 683.70     |
| Wirtz Beverage Minnesota        | Liquor / Wine                   | 1,774.96   |
| Deters, Anita                   | Election Judge                  | 114.19     |
| Earp, David                     | Election Judge                  | 43.50      |
| Earp, Lavon                     | Election Judge                  | 43.50      |
| Expert T Billing                | Ambulance – Billing             | 495.00     |
| Freigo, Ronald                  | Election Judge                  | 68.88      |
| Fruechte, Luetta                | Election Judge                  | 121.44     |
| Galls, An Aramark Company       | PD – Uniforms                   | 19.44      |
| Grippen, Lee                    | Election Judge                  | 36.25      |
| Hanson, Sandy                   | Election Judge                  | 45.31      |
| Hayes, Jane                     | Election Judge                  | 52.56      |
| Kaufmann, Patricia              | Election Judge                  | 114.19     |

|                                |                             |               |
|--------------------------------|-----------------------------|---------------|
| Kittleson, Susan               | Election Judge              | 45.31         |
| Lapham, Mary Ellen             | Election Judge              | 68.88         |
| Leary, Mary                    | Election Judge              | 81.56         |
| Lemke, Lucille                 | Election Judge              | 52.56         |
| Mulvenna, Iyla                 | Election Judge              | 114.19        |
| Noel, Rita                     | Election Judge              | 121.44        |
| Schulte, Winnifred             | Election Judge              | 74.31         |
| St. Mary, Lolita               | Election Judge              | 136.00        |
| Standish, Vera                 | Election Judge              | 99.69         |
| Extreme Beverage, LLC          | Liquor Store – Energy Drink | 33.50         |
| G & F Distributing             | Beer                        | 456.50        |
| Houston County Recorder        | Recording Fee               | 46.00         |
| Klug, Anthony                  | 2010 Uniform Allowance      | 125.00        |
| MN Energy Resources            | Natural Gas                 | 1,022.24      |
| Northern Beverage Distribution | Beer                        | 1,635.65      |
| Schott Distributing Co, Inc.   | Beer                        | 1,765.90      |
| Spring Grove Soda Pop, Inc.    | Beer                        | 60.00         |
|                                |                             | <u>60.00</u>  |
|                                |                             | \$ 407,387.19 |

B. CLAIMS PAYABLE. Following review, discussion, and deliberation, a motion was made by Acting Mayor Vick, seconded by Member Lemke, to approve and authorize payment of the Claims Payable for October 2010. All members voted in favor and the motion was declared carried.

|                                 |                                   |           |
|---------------------------------|-----------------------------------|-----------|
| Affordable Tech. Solutions      | Office Supplies                   | 487.65    |
| Airgas North Central            | Oxygen/Acetylene                  | 121.33    |
| Alco Discount Store             | Ambulance – Family Fair Prizes    | 32.04     |
| Artic Glacier Inc.              | Ice                               | 102.67    |
| Buttell’s Lighting              | City Hall – Bulbs                 | 76.47     |
| Caledonia Haulers, Inc.         | Truck Repairs                     | 196.67    |
| Caledonia Lumber Co., Inc.      | Insulation Materials              | 104.74    |
| Caledonia Ready Mix, Inc.       | Fire Barn & Storm Sewer Materials | 508.72    |
| Clarey’s Safety Equipment, Inc. | Rope Bags                         | 788.85    |
| Comstock Trucking               | Sand                              | 78.00     |
| Crystal Canyon Inc.             | Drinking Water                    | 6.56      |
| Curt & Candy’s Hardware Hank    | Miscellaneous Items & Batteries   | 167.60    |
| D S Electric Supply Inc.        | Inventory, Bulbs, Conduit         | 1,416.72  |
| Dalco                           | Cleaners & Can Liners             | 56.95     |
| Davy Engineering                | Engineering Fees                  | 18,538.90 |
| Davy Laboratories               | Lab                               | 2,498.99  |
| E O Johnson Company             | Copier Agreement                  | 111.00    |
| ECM Publishers, Inc.            | Advertisements                    | 716.38    |
| Express Pressure Washers, Inc.  | Touch Free Soap                   | 53.38     |
| Farmers Coop Elevator Co.       | Chemicals                         | 43.50     |
| First Supply                    | Repair Parts                      | 615.96    |
| Gopher State One-Call           | 37 Location Notifications         | 53.65     |
| Hawkins, Inc.                   | Chemicals                         | 870.07    |
| Hoskins Electric Co.            | Install Lights                    | 641.63    |
| Jack Neumann Trucking           | Freight Expense                   | 116.00    |
| Johnson Brothers Liquor Co.     | Liquor / Wine                     | 1,753.11  |
| King Construction & Cabinetry   | Ballpark – Roof Repair            | 3,582.17  |
| Lackore Electric Motor Repair   | Motor Repair                      | 463.39    |

|                                |                               |               |
|--------------------------------|-------------------------------|---------------|
| Menard's                       | Boiler Air Filters            | 59.76         |
| Mississippi Welders Supply     | Oxygen                        | 197.80        |
| Petty Cash                     | Replenish Petty Cash          | 49.21         |
| Phillips Wine & Spirits Co.    | Liquor / Wine                 | 1,800.48      |
| PowerPlus Engineering, LLC     | Engineering Staking           | 195.00        |
| PT Welding & Driveshaft        | Repair Parts                  | 27.85         |
| Richard's Sanitation           | Refuse Disposal               | 186.98        |
| Rippe, Hammell & Murphy        | General & Prosecution Matters | 3,354.75      |
| Ronco Engineering Sales        | Repair Part                   | 21.24         |
| Schilling Supply Company       | Towels, Paper, Bags           | 454.29        |
| Schulze Plumbing & Heating     | Backhoe                       | 1,500.00      |
| Southern MN Urethanes, LLC     | Roof Project                  | 33,050.00     |
| Tri-County Electric Co-op      | Electric Energy               | 142,493.85    |
| United Auto Supply, Inc.       | Bulbs, Wire & Tape            | 78.08         |
| Winona Controls, Inc.          | Boiler Parts                  | 17.56         |
| Winona Mechanical              | South Street Rehab            | 90,061.54     |
| WWTP MPCA PFA Loan Fund        | Loan                          | 3,500.00      |
| Zarnoth Brush Works, Inc.      | Gutter Broom                  | 218.03        |
| Ziebell's Hiawatha Foods, Inc. | Wine / Mix                    | <u>33.02</u>  |
|                                |                               | \$ 311,502.54 |

OLD BUSINESS. None.

NEW BUSINESS.

A. REQUEST FOR POLICE DEPARTMENT SECRETARY TO ATTEND PORTALS TRAINING. City Clerk/Administrator Feely shared that a request was received to send Police Department Secretary Jessica Kohnen to attend a two day Criminal Justice Reporting System (CRJS) class that explains the purpose, intent, and operating procedures of the CJRS in Minnesota. The training is scheduled to take place in the Twin Cities on January 11-12, 2011, from 8:30 a.m.-4:30 p.m. each day. As the personnel responsible for submitting incident, arrest, and property reports to CJRS, Feely stated that it was imperative that Kohnen receive the proper training. Feely went on to share that the previous Police Department Secretary attended a similar portals training and, for whatever reason, the Police Department has since discontinued paying the annual fee associated with this program. The oversight was identified recently when the Police Department was going through the process of submitting a COPS grant application. Chief Kurt Zehnder and Sergeant Jim Stemper were in the audience and offered background information as to why the portals program was discontinued. Stemper stated that the former Chief of Police and Police Secretary let this slide and it has become detrimental to the department as they are now 18 months behind in reporting data. Zehnder noted he received some training for portals during his recent TAC training and indicated that he can now run criminal history checks and permit checks for handguns. Zehnder noted that on-line portals training is available for the police officers. A motion was made by Member Fisch, seconded by Member Murphy to approve sending Police Department Secretary Jessica Kohnen to attend Portals Training in January 2011. All members present voted in favor and the motion was declared carried.

B. REQUEST FOR LIGHT DEPARTMENT EMPLOYEE TO ATTEND MMUA TRANSFORMER SCHOOL. A motion was made by Member Murphy, seconded by Member Lemke to approve sending Light Department employee Tim Evans to the MMUA Transformer School to be held December 14-17, 2010 in Marshall, MN. All members present voted in favor and the motion was declared carried.

C. **CANVASSING OF ELECTION RESULTS.** City Clerk/Administrator Feely shared that as per Minn. Stat. § 205.185, subd 3(a), within seven days after an election, the governing body of a city conducting any election shall act as the canvassing board, canvass the returns, and declare the results of the election. Council proceeded to publicly canvass the election by reviewing the abstract and write-in votes. A motion was made by Member Fisch, seconded by Acting Mayor Vick to make the results official. All members present 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 October 18, 2010-October 31, 2010.

B. **POLICE OFFICER ACTIVITY LIST.** Enclosed with the agenda was a police officer activity list.

C. **DISCHARGE MONITORING REPORT.** Enclosed with the agenda was a discharge monitoring report showing an average Nitrogen Level of 7.45 mg/L.

**MISCELLANEOUS ITEMS.**

A. **UPCOMING WINE TASTING EVENTS.** City Clerk/Administrator Feely shared that Liquor Store Manager Patty Gavin recently arranged hosting two upcoming wine tasting events at the American Legion on the following dates: Thursday, November 11 from 5:00-7:30 p.m. and Thursday, December 9 from 5:00 p.m.-7:30 p.m. Feely noted that the wine tasting events will be held in accordance with Minnesota Statutes 340A.419 and that per City Insurance Agent Tom Danielson, the League of Minnesota Cities Insurance Trust will cover the events with liquor liability insurance at no additional premium charge.

B. **CHIEF OF POLICE PROBATIONARY PERIOD.** Member Lemke inquired as to when Chief Zehnder's probationary period would be lifted. Member Murphy indicated that the Personnel Committee would be making arrangements with Zehnder to discuss scheduling a performance review in the near future. No action was taken.

**ADJOURNMENT.** A motion to adjourn was made at 8:00 p.m. by Member Fisch, seconded by Acting Mayor Vick. All members present voted in favor and the motion was declared carried. The next regularly scheduled meeting of the City Council is scheduled for Monday, November 22, 2010 at 6:00 p.m. in the Council Room, City Hall.

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Robert H. Burns  
Mayor

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Jennifer Feely  
City Clerk/Administrator