

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, November 9, 2009

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, Peggy Perry, Robert Lemke and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy, Jane Schiltz, Ron Ziegler, Matt Blocker, Kurt Zehnder, Chuck Gavin, Matt Hoscheit, Mike Meiners and Randall Ashbacher. Visitors present: Tom Molling, Al Meyer, Paul Wiste, Shirley Johnson, Georgia Rosendahl, Rolf Jore, Dennis Gavin, Bob Standish, Chris Giesen, Chris Peterson, Steve Bauer and Charlie Warner, Report.

AGENDA APPROVAL: Mayor Burns asked if there wer additions to the Agenda. Mayor Burns added The Brimeyer Group and Tom Murphy added the Conversation Improvement Program which we need to have in place by January 1, 2010. A motion was made by mayor Burns, seconded by Member Lemke, to add the above mentioned topics to the Agenda. All members 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 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, October 26, as presented.

B. CHARITABLE GAMBLING: To approve an Application for Exempt Permit, submitted by St. Mary's Parish, for an event to be held February 10, 2010, at St. Mary's Grade School, 308 E. South Street, to include a raffle; Furthermore to waive the 30 waiting period.

C. CHARITABLE GAMBLING: To approve an Application for Exempt Permit, submitted by St. Mary's Parish, for an event to be held March 26, 2010, at St. Mary's Grade School, 308 E. South Street, to include a raffle; Furthermore to waive the 30 waiting period.

D. CHARITABLE GAMBLING: To approve an Application for Exempt Permit, submitted by Quail Forever, for an event to be held December 11, 2009, at Good Times Restaurant & Bar, 118 Bissen Street, to include a raffle; Furthermore to waive the 30 waiting period.

E. CHARITABLE GAMBLING: To approve an Application for Exempt Permit, submitted by Quail Forever, for an event to be held March 27, 2010, at Good Times Restaurant & Bar, 118 Bissen Street, to include a raffle; Furthermore to waive the 30 waiting period.

F. PERA DEDUCTIONS: To adopt a Resolution to deduct PERA contributions from part-time Police Officer Talman R. Wiles wages, understanding that he passed the earnings limit of \$425 performing work for the City of Caledonia.

G. 3.2 MALT LIQUOR LICENSE: To approve a 3.2 Malt Liquor License submitted by the Knights of Columbus to serve alcoholic beverages at St. Mary's Grade School, 308 E. South Street, for the Klein Benefit.

#### VISITORS AND COMMUNICATIONS

A. SOUTHEASTERN MINNESOTA DEVELOPMENT CORPORATION: Jane Schiltz, Economic Development Director, introduced herself and Ron Ziegler, President of Southeastern Minnesota Development Corporation (SEMDC). Mrs. Schiltz went over her activities and business visits during calendar year 2009. She mentioned there was going to be an unemployment workshop held in Caledonia December 9<sup>th</sup> as well as GPS (Global Positioning System) Workshop on December 16<sup>th</sup> at the Public Library in Caledonia. She explained that they are working on funding to get an Asbestos Abatement Program for businesses starting in 2010. Mayor Burns asked about stimulus money for small towns. Mr. Ziegler replied that the stimulus money is more infrastructure aimed and is available more at the state level versus the rural level. Member Murphy asked about trail money from our stimulus funds; Mr. Ziegler commented SEMDC may be able to assist with that type of project but would have to investigate and look at the project that Caledonia would have in mind. Mr. Ziegler thanked the City for their past business and their support of SEMDC.

B. ZONING APPLICATION – HISTORICAL SOCIETY: At this time the Council reviewed the Zoning Application submitted by the Houston County Historical Society, proposing to construct 90' x 212' x 65' Commercial building which would be an extension to their present building. The proposed building will be located 25' from the north (front) property line; therefore requiring a 25' setback variance. The variance is needed because the project is along a County road and requires a 50' setback from property lines versus the 30' requiring along City streets. Interim Clerk Gerardy noted that all other requirements were met. Questions were brought up about storm water retention in the area. The project contractor responded there is two catch basins on the property that would take care of the storm water so there would be very little run off to the street. Member Vick asked about lighting on the outside of the building, stating that it could be a nuisance to neighbors or light pollution. It was clarified that the only outside lights would be above the doorways to the building and they could be shaded as not to cause any light pollution in the neighborhood. Following discussion, a motion was made by Mayor Burns, seconded by Member Perry, to approve the Zoning Application and grant the 25' setback variance on the north (front) property line. All members voted in favor and the motion was declared carried.

C. ZONING APPLICATION – CALEDONIA HAULERS: Dennis Gavin, Caledonia Haulers, presented his Zoning Application to Council. Mr. Gavin is proposing to construct a 24' x 26' addition to the existing home located at 304 N. Sprague Street. The proposed addition will be located 20' from the west (side) property line; therefore requiring a 10' setback variance. Discussion was led by Mayor Burns asking Mr. Gavin if that would continue to be a home, Mr. Gavin stated his plan was to turn it into a drivers quarters so when the out of town drivers had to stay over they would have some place to stay. Following discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to approve the application and grant a 10' setback variance on the west (side) property line. All members voted in favor and the motion was declared carried.

D. ELECTRIC DEPARTMENT: Matt Blocker, Electrician, presented a quote he received from The Dakota Supply Group for a hand held remote reader, which included software, training and support for a price of \$9,900 with each additional hand held reader costing \$4,800. Mr. Blocker explained the capabilities of the readers, stating they would be able to read the remote meters as well as the old meters by punching the number into the key pad. He further stated it would have the capability to read water meters. Member Murphy made a comment about checking into whether these readers would qualify for the Conservation Improvement Program that the City is working on for January 1, 2010. Member Murphy stated that he and Mr. Blocker would speak with Ted Kjos from Tri-County Electric to see if these would meet the program criteria. No action was taken.

E. POLICE DEPARTMENT TOPICS

1. FEMA CLASS: Chief Zehnder presented more information on the FEMA Class that he is requesting authorization to attend in Anniston, AL from January 24<sup>th</sup> – 28<sup>th</sup>. Chief Zehnder explained that the training would involve over all incident command training, including how to take leadership when situations arise. It was explained that a requirement of FEMA is that someone needs to be certified in this training in order to receive reimbursement for any expenses that the City may incur if there were to be a catastrophic incident. He stated that the Police Chief's from LaCrescent and Hokah as well as the Houston County Sheriff all plan to attend the training. Following discussion, a motion was made by Mayor Burns, seconded by Member Perry, to authorize Chief Zehnder to attend the FEMA Training. All members voted in favor and the motion was declared carried.
2. NSF CHECK POLICY: Chief Zehnder stated he would like to raise the NSF Check service fee from \$20 to \$40, because he doesn't feel that the department is getting our money back for the time spent in dealing with NSF Check's. After brief discussion, Mayor Burns instructed Chief Zehnder to check with other cities and see what their fees are for dealing with NSF Checks and to return to a future meeting. No action taken.
3. FALSE ALARM POLICY: Chief Zehnder requested the City Council create a policy to charge businesses a fee of \$30 when officers are called their business for false alarms two or more times in a one month period. Chief Zehnder went on to explain that some businesses in town have alarms that are set off by employees who are not familiar with the alarms and do not know how to reset them. Therefore the officers are responding to the alarms thinking the business is being broken into. He feels this charge would compensate the City for what he feels is time being wasted and may encourage businesses to train their employees on how

to operate their alarm system. After lengthy discussion, a motion was made by Member Lemke, seconded by Member Perry, to move forward with creating the policy to charge businesses a fee of \$30.00 when officers are called to false alarms three or more times in a one month period. Members voting in favor: Lemke and Perry. Opposed: Burns, Vick and Murphy. The motion was declared failed. Following that motion, the Council direct Interim Clerk Gerardy to send out letters notifying business owners that this policy may go into effect, that way we get their feedback.

4. **SAFE FOR LIQUOR STORE:** Chief Zehnder presented two different quotes for a new safe for the Liquor Store. He went on to explain the safes would be like a night depository at the bank, where only the operating money for the next day would be in the safe and then the remaining money would be dropped in a slot and only the manager would know the combination to take the money out. Discussion included several different options, including one being the police officer coming to the Liquor Store at the end of business on Friday and Saturday nights and escorting the clerk to the bank to make a deposit. Mayor Burns suggested setting a policy to take a deposit each Friday and Saturday night at the close of business, except keeping the next day's operating money in the current safe at the Liquor Store. Zehnder agreed that could be done and thought it would be a good solution. He stated he would meet with Patty Gavin, Liquor Store Manager and go over the policy and the suggestions the Council had and report back to Gerardy with their findings. No action taken.
5. **BREAK-INS AND PUBLIC AWARENESS:** Chief Zehnder informed the Council about the recent car break-ins and burglaries that took place during the evening of Friday, October 30<sup>th</sup> and early morning hours of Saturday, October 31<sup>st</sup>. He reported that at this time there has been 26 plus cars that had been broken into, explaining the individual had been apprehended that evening and placed in custody. He stated that that same evening the Liquor Store was broken into, which they are investigating at this time. He further added he does not believe the car break-ins and the burglary at the Liquor Store are related. Chief Zehnder told the Council that he would keep the Council updated as things progress on those investigations. Chief Zehnder further requested that he would like to hire more part-time help on Friday and Saturdays. He would like to have coverage from 3:00 a.m. to 7:00 a.m. in the morning to help with the recent events that had happened and to curb that type of activity in the future. No action was taken on that.
6. **SAFE AND SOBER GRANT AWARD:** Chief Zehnder informed the Council that the Police Department was awarded \$1,000 for their participation in the Safe and Sober Program in 2009 and he requested a Resolution be signed by the Mayor to accept the award. He added that Officer Allan Johnson wrote the grant for the Police Department and has done so the last couple of years to. The Council agreed by general consensus to sign the Resolution and accept the award.

F. **FIRE DEPARTMENT REPORT:** Chuck Gavin, Chief and Matt Hoscheit, Assistant Chief, presented the Council with a wish list asking for six pairs of bunker pants, six pairs of boots, four pagers and batteries for a total of \$7,900 to which the Fire Department would pay out of their gambling fund with a pass through to the City. They stated they would like to buy these items now since they have the money and asked for council approval. By general consensus council approved that request. Chief Gavin and Assistant Chief Hoscheit then presented the preliminary wish list for 2010, proposing to purchase four pagers with extra batteries for \$1,800, one two hundred foot section of five inch hose for \$9,600 and a quick coupler connector for the Jaws of Life extractors for \$1,500. They stated they do have more items to add to the list. Member Murphy requested that the Fire Department be represented at the budget meeting to be held on December 7<sup>th</sup>. Chief Gavin also asked if money could be set aside from the gambling fund in a dedicated fund for purchase of equipment such as trucks, etc. for the 2012 budget. Mayor Burns directed Gerardy and Ms. Mann to ask Tostrud and Temp if this could be done.

## CLAIMS

A. **PREPAID CLAIMS:** Following review of the Prepaid Claims, it was noted that the City paid for a flu shot for firefighter Dillon Becker. The Council had previously stated that the City would not be paying for flu shots; instead it was the responsibility of the employee or the employee's insurance carrier. Following discussion, a motion was made by Member Vick, seconded by Member Perry, to approve the Prepaid Claims List and request reimbursement from

Dillon Becker in the amount of \$20.00 for the flu shot he received and the City paid for. All members voted in favor and the motion was declared carried.

Hanson Tire Service, Inc.	Street Equipment	746.03
Rippe, Hammell & Murphy	Sept. Prosecution Fees	2,409.75
Rogich, Mike	Tree Removal	500.00
US Postal Service	Cold Weather Mailing	174.38
Caledonia Oil Co.	Diesel	1,323.54
Caledonia True Value	Mtls. For Evidence Room/Misc.	564.14
Franciscan Skemp Healthcare	1 HCP Card	5.00
Hoskins Electric Co.	Meter Socket / Hour Meters	440.92
Ho. Co. Recorder	Recording Fee – Fegyak	46.00
Metro Sales Inc.	Copier Agreement	70.93
Northern Beverage Distribution	Beer	1,423.95
Printy Quik	Notary Stamp – Kohnen	28.80
Schott Distributing Co., Inc.	Beer	2,138.00
Schumacher Elevator Co.	Elevator Maintenance	665.58
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	90.20
Tri-State Doors	Warming House – Overhead Doors	725.00
Alltel	Communication Expense	62.75
Amaril Uniform Company	Safety Uniforms	1,547.04
Bank of the West	Federal/FICA/Medicare	9,160.96
Business Financial Planning	Cafeteria Plan	641.44
City of Caledonia Emp. Assn.	Association Dues	60.00
Commissioner of Revenue	State Withholding	1,793.97
D.S.Erickson & Associates	Garnish/Zehnder	464.15
Dept. of Public Safety	Liquor Store Retailers	20.00
E O Johnson Co.	Clerk's Office – Maintenance Agreement	101.00
Felten, Jeff	Sidewalk Replacement	143.21
G & F Distributing	Beer	338.00
Great River Water Treatment	Boiler Water Treatment	118.42
Ho. Co. Highway Dept.	Chloride & Materials	517.09
ING Institutional Plan Services	TSA payday 10-20-09	675.00
Jack Neumann Trucking	Freight Expense	35.00
Mayville Repair	FD – Sensor	284.00
Minnesota NCPERS Life Ins.	Payday 10-20-09	64.00
Minnesota Revenue	Wage Levy / Evans	189.34
Minnesota UC Fund	Unemployment	3,335.58
MN Benefit Association	payday 10-20-09	126.84
Moe Fencing Inc.	Fence to Protect Transformer	1,885.00
Phillips Wine & Spirits Co.	Liquor / Wine	85.50
Principal Life	Life/Ad&d/Std	563.13
Public Emp. Retirement Assn.	Payday 10-20-09	5,543.80
Rippe, Hammell & Murphy	General Matters	783.00
Schmitz Refrigeration, Heating	Liquor Store – Walk in Cooler	483.55
United Systems Technology	PD Program Maintenance	3,455.00
Wirtz Beverage Minnesota	Liquor / Wine	1,760.29
American Lock & Key	Extra Tree Site Keys	28.49
G & F Distributing	Beer	410.25
Gavin, Patricia	Mileage Reimbursement	131.12
Northern Beverage Distribution	Beer	1,806.95
Schott Distributing Co., Inc.	Beer	3,198.30
Spring Grove Soda Pop, Inc.	Beer	132.90
Tri-State Ambulance	Intercept Run Fee	250.00
Gavin, Mike	Animal Control – Rent/Misc.	75.00
Houston County Treasurer	Ho. Co. Collection Site	3,330.00
Jack Neumann Trucking	Liquor – Freight Exp.	135.00
Johnson Brothers Liquor co.	Liquor / Wine	2,628.30
MN Dept. of Labor & Industry	Boiler License Renew	25.00
Phillips Wine & Spirits Co.	Liquor / Wine	1,074.49
Tri-State Ambulance, Inc.	Intercept Fee	250.00
USA Mobility Wireless Inc.	Communication Expense	57.61
Verizon Wireless	Communication Expense	145.00
Buttell's Lighting	Bulbs/Ballasts	471.85
Cummings & City, Susan	Meter Deposit Refund	127.85
Gianino, Mary	Overpayment on Account	34.32
Hagen & City, Erin	Meter Deposit Refund	125.45

Koch & City, John	Meter Deposit Refund	128.75
League of MN Cities	Registration Fee – Gerardy	40.00
Lemmerman & City, Shelly	Meter Deposit Refund	128.75
Massari & City, Pam	Meter Deposit Refund	125.05
Schroeder & City, Robin	Meter Deposit Refund	127.45
Tewes & City, Charlie	Meter Deposit Refund	126.44
US Postal Service	Utility Billing – Oct.	331.15
American Safety Utility Corp.	Tools	123.48
Blocker, Matt	2009 Uniform Allowance	125.00
Caledonia Oil Co.	Unleaded	1,464.10
EBSCO Subscriptions	Annual Magazine Subscriptions	1,113.54
Stemper, James	2009 Uniform Allowance	47.56
VISA	Miscellaneous Items	318.49
Ace Link Telecommunications	Communication Expense	1,119.46
Employee Data Forms	2010 Employee Data Calendars	22.00
MN Dept. of Revenue	Sales / Use Tax	17,842.00
Northern Beverage Distribution	Beer	903.15
Principal Life	Life / Ad&d/Std	537.03
Richard’s Sanitation	Recycling – Collections	6,142.20
Schott Distributing Co.	Beer	4,101.90
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	276.40
Tornstrom, Michael	Mileage Reimbursement	68.75
Bank of the West	Federal/FICA/Medicare	7,178.65
Commissioner of Revenue	State Withholding	1,449.22
Public Emp. Retirement Assn.	Payday 11-3-09	622.21
Business Financial Planning	Cafeteria Plan	641.44
Caledonia Police Association	Association Dues	85.00
D.S. Erickson & Associates	Garnish/Zehnder	688.08
Hometown Liquor	Start Up Funds After Break-In	319.00
ING Institutional Plan Services	payday 11-3-09	630.00
Jack Neumann Trucking	Liquor – Freight Expense	40.00
Johnson Brothers Liquor Co.	Liquor / Wine	146.44
Tri-County Electric Co-op	Electric Energy	91.97
Wirtz Beverage Minnesota	Liquor / Wine	1,740.85
Merchants Bank	ACH Fee November 2009	21.69
Northern Beverage Distribution	Beer	1,495.25
Paustis & Sons Wine Company	Liquor Store – Wine	322.00
Schoneman, Dewayne	Replace Cashier’s Check	57.27
Schott Distributing	Beer	4,052.85
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	126.85
Tri-State Ambulance	Intercept Run Fee	250.00
		<u>250.00</u>
		\$ 120,960.61

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Member Lemke, to approve and authorize payment of the Claims Payable for October 2009. All members voted in favor and the motion was declared carried.

Affordable Technology Sol.	Office Supplies	386.28
Airgas North Central	Oxygen / Acetylene	82.16
Alco Discount Store	Softener Salt, 2 Totes	51.24
Artic Glacier Inc.	Ice	20.29
Bearing Distributing Inc.	Repair Parts	158.76
Blue Cross Blue Shield of MN	Health Insurance	27,991.00
Bonanza Grain, Inc.	Storm Sewer / Crushed Rock	624.68
Bound Tree Medical, LLC	Ambulance Supplies	2,298.13
Braun Pump & Controls	Repairs / Labor	1,501.08
Caledonia Haulers	1991 Boom Truck Repairs	35.18
Caledonia Lumber Co., Inc.	Plywood for Projects	74.17
Caledonia Oil Company	Diesel	1,362.63
Carquest Auto Parts	Miscellaneous Items	31.96
Clarey’s Safety Equipment	Helmet Flashlight / Masks	292.39
Com-Tec Land Mobile Radio	Pager Batteries	196.86
Crystal Canyon / Ecowater	Drinking Water	32.99
Curt & Candy’s Hardware Hank	Batteries / Parts	104.69
Dalco	Can Liners/Supplies	160.66
Davy Engineering	Engineering Fees	1,201.17
Davy Laboratories	Lab	3,261.78

ECM Publishers	Fire Prevent Week	219.87
Ellingson Motors	Van Maintenance	44.53
Farmers Coop Elevator	Chemicals	245.27
Felten, Susan	Reimbursement Seminar Fee	25.00
Fire Safety USA, Inc.	FD – Equipment Parts	128.00
Franciscan Skemp	18 HCP Cards	90.00
Gopher State One-Call	62 Location Notifications	89.90
Green Power Equipment	Air Filters	72.14
Hawkins, Inc.	Chemicals	654.36
Hoskins Electric Co.	Circuit Installation	768.56
Houston Co. Public Health	Hep & Flu Shot	80.00
Jack Neumann Trucking	Freight Expense	44.00
Johnson Brothers Liquor Co.	Liquor / Wine	534.76
Ken's Small Engine	Grinding Wheels / Misc.	105.91
Mathy Construction	Street Materials – Cold Mix	391.93
Menard's	Snow Fence	23.88
Minnesota Energy Resources	Natural Gas	2,103.89
Mississippi Welders Supply	Oxygen	164.24
P & H Services	Charger / Battery	132.00
Pepsi Cola of LaCrosse	Soft Drinks	90.00
Phillips Wine & Spirits	Liquor / Wine	1,067.20
PT Welding & Driveshaft	Storm Sewer	184.42
Resco	Light – Inventory	1,162.59
Sandry Fire Supply, LLC	FD – Uniforms	409.48
Schilling Supply Co.	Paper/Towels/Sacks/Cups	434.41
SE MN Historic Bluff Country	Tourism	1,174.20
Sensit Technologies	Repair / Calibrate Gas Meters	437.92
St. Mary Auto Body Shop	Towing / Chief's Car	1,702.06
Streicher's	Uniforms	100.00
T & R Electric Supply Co.	Inventory	697.89
Teff's Carpet Cleaning	Carpet Cleaning	855.30
Tri-County Electric Co-op	Electric Energy	143,652.98
United Auto Supply	Plastic Creeper	67.81
United Laboratories	Cleaning Supplies	448.68
Weichert Motors	Oxygen	11.22
Winona Controls, Inc.	Heating Repairs	86.00
World Point ECC, Inc.	Ambulance – Training Supplies	39.75
WWTP MPCA PFA Loan	Loan Payment	<u>3,500.00</u>
		\$ 201,908.23

#### OLD BUSINESS

A. **ROOTBEER STAND:** Interim Clerk Gerardy updated the Council on his findings in regards to the rootbeer stand property at 825 North Kingston. He stated that the Rootbeer Stand could not be re-opened until another zoning application had been submitted for a conditional use and the Council approved it. He further stated that the current mobile home could be removed and replaced with a different home, however it could not be placed back in the exact spot that it is now. The new structure would have to abide by setback rules in the R-2 district which would be 30' from rear property line, 30' from front property line and 10' from either side property line.

B. **CJC CONSTRUCTION ROUTE:** Gerardy reported that on October 30<sup>th</sup> he with Chief Zehnder and Mark Schiltz to discuss the primary and alternate routes for the CJC. He stated that the Primary Route will be State Highway 44 to Main Street to South Pine Street into the CJC Property or excavation area. When building construction starts the primary route would then change to State Highway 44 to Main Street to South Pine Street to South Street and then west on South Street to the staging area. If anything would vary from the prime construction route a 24 hour notice would need to be sent to the City so adjustments could be made for parking and so forth. Alternate route #1 is State Highway 44 to Main Street to Kingston Street to South Street and then into the staging area off of South Street. Alternate route #2 would be State Highway 44 to Old Highway Drive to Kingston Street to South Street and into the staging area. Alternate route #3 would be Highway 44 to Main Street to Winnebago Street south and then turning on to East South Street and into the staging area. Following discussion, the Council agreed by general consensus to approve the CJC Construction Routes.

C. **RANDY SHEFELBINE INVOICES:** Gerardy explained the two enclosed invoices were from Randy Shefelbine for work he had done on court cases and testimony after he had retired as

police chief. Following discussion, the Council agreed by general consensus to approve payment of the invoices.

D. ASSISTANT LIQUOR STORE: Gerardy reported that Nancy Steele, Assistant Liquor Store Manager does not currently qualify to be in the association because she does not average the 14 hours per week that is required to join the association; therefore the 20¢ raise the Council approved at the October 26<sup>th</sup> meeting would not violate any association agreement. Following discussion, a motion was made by Member Lemke, seconded by Member Murphy to approve the 20¢ raise increase for Nancy Steele, bring her wage from \$9.50 per hour to \$9.70 per hour. All members voted in favor and the motion was declared carried.

E. SNOW HAULING PART-TIME HELP: Gerardy reported that he contacted Tom Danielson, Insurance Agent, in regards to hiring part-time help for snow hauling operations. Mr. Danielson confirmed that it would be similar to summer part-time help, whereas if the City chose to hire anyone they would be covered by on the City insurance policy when driving vehicles. The Council agreed by general consensus that if need be we should hire part-time help to assist with snow hauling operations while Mike Gerardy is serving as Interim Clerk-Administrator.

#### NEW BUSINESS

A. LIQUOR STORE: Liquor Store Manager Patty Gavin recommends the hire of Lisa Fultz as part-time liquor store clerk. Further to accept a letter of resignation by Cindy Meyer, who stated she would be resigning effect October 24<sup>th</sup> because of health purposes. A motion was made by Member Lemke, seconded by Member Murphy, to approve the hire of Lisa Fultz and accept the resignation of Cindy Meyer. All members voted in favor and the motion was declared carried.

B. LIQUOR STORE BURGLARY UPDATE: Gerardy updated the Council members on the recent burglary at the Liquor Store on the evening of Friday, October 30 and early morning hours of Saturday 31<sup>st</sup>. It was noted that Chief Zehnder's investigation was ongoing and planned to start doing interviews before long. He also stated that Doug Gifford from Allied Adjustors had been down to the Liquor Store and was in the process of filing a claim.

#### CLERK'S REPORT

A. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period October 19-November 1, 2009.

B. INSURANCE PAYMENT: Enclosed with the Agenda was notice that we received \$3,275.00 from the Allied Adjustors for damages we sustained at the sewer plant from lightning. All equipment is fixed pertaining to that subject.

#### MISCELLANEOUS ITEMS

A. THE BRIMEYER GROUP: Mayor Burns and Member Perry talked about the committee meeting they had with Richard Fursman, President of The Brimeyer Group. They reported on how they would come to town and meet with City Staff, Council Members and persons in the community so they could put together a profile to advertise for the clerk-administrator position. They went over a timeline for the whole process, indicating they would like to have someone in the position by February or March 2010. After brief discussion, a motion was made by Mayor Burns, seconded by Member Perry, to hire The Brimeyer group to perform the search for a new Clerk-Administrator. Members voting in favor: Burns, Peggy and Murphy. Opposed: Vick and Lemke. The motion was declared carried.

B. ENERGY CONSERVATION IMPROVEMENT PROGRAM: Member Murphy talked about his meeting with Matt Blocker and Ted Kjos from Tri-County Electric and the research he has done on how to put the proper program in place for January 1, 2010. He stated he would like to check in to see if weatherization of buildings, windows, lighting, installation, overhead doors would qualify as part of the Conservation Improvement Program where we could show savings and energy costs by doing these things. As well as the new remote electric meters and hand held readers. He stated he was going to come back to a future meeting with those answers after plugging them into the program and talking with Ted Kjos to see if they would fit.

C. HEATING SYSTEM: Gerardy presented to the Council with an estimate from Winona Controls to correct thermostat deficiencies in the City Hall Building to try and eliminate hot spots and cold spots due to faulty thermostats. The quote was for ten new thermostats for a total cost of \$1,555.00. The Council approved the quote by general consensus.

D. CITIZEN CONCERN: Bob Standish approached the Council on a concern he has, stating the Council should hire back a full time police secretary in 2010. Therefore the building would

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be open during normal operating hours for concern citizens to come in. Presently the Clerk's Office and Police Department share a secretary. The Council told Mr. Standish that they would take this under advisement.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Vick and seconded by Member Perry. All members voted in favor, the motion was declared carried and the meeting then adjourned at 9:45 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, November 23, 2009, in the Council Room, City Hall.

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Robert H. Burns, Mayor

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Michael F. Gerardy  
Interim City Clerk – Administrator