

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

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:03 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members Paul Fisch, Gary Klug and Robert Standish. Members absent: Randi Vick. Consultants and City staff present: Timothy Murphy, James Stemper and Robert L. Nelson. Visitors present: Ron Meiners, Mark Tollefson, Matt Schellsmidt, Mr. and Mrs. Tim Pattrin and Jane Palen, reporter.

CONSENT AGENDA: Following brief explanation and 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, January 24, 2005, as presented.

B. APPOINTMENT TO HIRE: To appoint Barbara Twite as Retail Clerk for the Municipal Liquor Store and Nick Jore and Matthew Klug as Firefighters for the Caledonia Volunteer Fire Department.

C. EQUIPMENT PURCHASE – AUDITORIUM: Upon the recommendation of Arnold Lundtvedt, City Custodian, to authorize the purchase of a 200X Series Automatic Floor Scrubber for \$3,085 and for the City to reimburse itself for this expense through a Certificate of Indebtedness.

D. SEMINAR: To authorize Tony Klug, Water / Waste Water Superintendent to attend the 68th Annual Waste Water Operations Conference to be held March 16-18 at Bloomington, MN, for a registration fee of \$270 and hotel room expense at \$79 plus tax for 3 evenings. The City agrees to pay mileage expense and reimburse other expenses, such as meals, parking fees, and the like.

VISITORS AND COMMUNICATIONS

A. REQUEST TO USE AUDITORIUM: Mark Tollefson and Ron Meiners requested Council authorization for their respective groups to use the Caledonia City Auditorium for basketball, which is expected to have approximately 12 participants and volleyball, which is expected to have 7-8 employees of the conservation service and also employees from the Houston County Courthouse participating. Following discussion, a motion was made by Member Standish, seconded by Mayor Morey, to authorize use of the Auditorium as requested. All members present voted in favor and the motion was declared carried.

B. CLOSED MEETING: A motion was made by Member Fisch, seconded by Member Standish, to close the meeting to consider what action should be taken if any at this time relative to charges pending and the possible outcome of cases in Minnesota and Wisconsin as relate to City Employee James Stemper. All members present voted in favor and the motion was declared carried. (The Council went into the close session at 7:15 p.m. and when discussion ended, Mayor Morey adjourned the closed session at approximately 8:52 p.m., returning to the open meeting).

C. SALES OF FOOD AND LIQUOR – AUDITORIUM: Matt Schellsmidt and Tim Pattrin reviewed their plans for the St. Patrick Days Boxing Matches, March 12, 2005. Mr. Pattrin said he is planning to prepare meals and sandwiches and, with consent of the Council, sell beer at the event. He furnished a copy of his Minnesota Caterers License and a copy of Insurance Coverage for Liquor Liability. Comment was made that the City prohibited the sale of alcoholic beverages for years on the gymnasium floor because of an event where there was significant spillage and throwing of alcoholic beverages which removed the gymnasium floor polish. Mr. Schellsmidt argued that soft drinks have been served in the gymnasium routinely and should cause as much damage to the polish as alcoholic beverages. A question was raised concerning whether or not this was a type of event at which alcoholic beverages should be sold since young children may attend and some of the boxers were as young as 10 years of age. Mr. Schellsmidt responded that this is the only location the boxing club as attended which is alcohol free. Following discussion, a motion was made by Member Fisch, seconded by Member Standish, to authorize the sale of beer and wine on a one time basis, leasing the gymnasium floor level to the Caledonia Boxing Club and Mr. Pattrin for a \$75.00 fee and requiring that reserve police patrol the event that the serving of alcoholic beverages begin no earlier than one half hour before the first match and end at the last match and that Mr. Pattrin attempt to have the City Of Caledonia named as an

additionally insured party on his Liquor Liability Coverage for this event. All members present voted in favor and the motion was declared carried.

D. COMMUNICATIONS

1. SE MN Historic Bluff Country Bulletin, February 2005.
2. Letter, Caledonia Township, 2-1-05, SUBJ: Ace Franchise Fees.
3. LMC Friday Fax, 1-28-05.
4. LMC Friday Fax, 2-4-05.
5. LMC Friday Fax, 2-11-05.

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 January 2005. All members present voted in favor and the motion was declared carried.

Municipal Econ. Development	TIF Management Services	2,980.87
US Bank NA	Go Water Revenue Bonds 2000	81,061.25
Bonanza Grain, Inc.	Sidewalk Repairs & Curb/Gutter Removal	1,042.75
Jahn's Transfer, Inc.	Liquor – Freight Expense	56.90
League of MN Cities	Registration Fee (Schmitz & Gerardy)	30.00
Northern Beverage Distribution	Beer	490.55
Schott Distributing Co., Inc.	Beer	1,997.95
Spring Grove Soda Pop, Inc.	Beer	239.90
Ziebell's Hiawatha Foods, Inc.	Liquor Store – Wine	6.43
Action Computer Forms	Laser Checks	1,085.56
B & M Service Center	Squad Car Maintenance	73.25
Bank of the West	Fed/FICA/Med	5,438.14
City Of Caledonia	Emp Share Health Insurance	638.70
City Of Caledonia Emp. Assn.	Association Dues, January	130.00
Commissioner of Revenue	State Withholding	3,064.50
Gopher State One-Call, Inc.	11 Location Notifications	12.65
Griggs, Cooper & Co.	Liquor / Wine	1,388.59
Kimler, Lonnie	2 Library Books	27.00
Midwest Bottle Gas Co.	Tree Disposal Site	16.77
Midwest Wireless Comm.	2 Mobile Units	175.27
Minnesota NCPERS Life	NCPERS payday 1-18-05	32.00
MN Benefit Association	MBA Payday 1-18-05	173.06
Orchard Trust Company	TSA Payday 1-18-05	770.00
Phillips Wine & Spirits Co.	Liquor / Wine	1,797.72
Public Emp. Retirement Assn.	PERA Payday 1-18-05	3,148.97
Emblem Enterprises, Inc.	100 Patches for PD	270.00
Houston County Treasurer	Notary Commission – Guillaume	100.00
League of Minnesota Cities	Registration Fee – Morey	240.00
Jahn's Transfer, Inc.	Liquor – Freight Expense	49.71
Northern Beverage Distribution	Beer	532.05
Schott Distributing Co., Inc.	Beer	1,723.45
Spring Grove Soda Pop, Inc.	Beer	208.75
Arch Wireless	Mobile Unit	41.83
Gavin, Mike	Animal Control	300.00
Houston County Treasurer	Ho. Co. Collection Site/Nick King	3,287.00
Houston, City Of	Mutual Aid for Fire	400.00
Kraus Oil Company, Inc.	Street Equipment – Diesel	921.00
League of MN Cities Ins. Trust	Claim Bob Schellsmidt	500.00
Burfield & City, Sarah	Meter Deposit Refund	75.43
US Postal Service	Utility Billing for January	282.25
United Parcel Service	Ups Fee	70.78
MN Dept. of Revenue	Sales/Use Tax	10,257.76
Richard's Sanitation	Recycling Collections	5,317.90
Ace Link Telecommunications	Communication Expense	1,055.44
Bank of the West	Fed/Fica/Med	6,768.54
Caledonia Lodging, LLC	Abatement	2,136.30
Caledonia Oil Company	Unleaded Gas	833.60
Gundersen Lutheran Adm. Serv.	Registration Fee – Mike Gerardy	10.00
Johnson Brothers Liquor Co.	Liquor / Wine	2,944.26
Ma-Cal Developers	TIF Payment	11,082.51
Morey, Michael	Reimbursement for LMC Expense	217.53
Northern Beverage Distribution	Beer	2,000.95

Phillips Wine & Spirits Co.	Wine / Liquor	1,503.43
Principal Life	Life/Ad&d/STD	443.07
Schoeberl, Milton & Sharon	Tax Abatement	130.50
Schott Distributing Co, Inc.	Beer	4,588.71
SE MN Historic Bluff Country	Tourism	1,115.14
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	515.25
Tri-County Electric Co-op	Electric Energy	78.64
VISA	Miscellaneous Items	144.64
West Main Townhomes of Cal.	TIF Payment	7,451.51
Caledonia Police Association	PD Assn Dues	33.50
City Of Caledonia	Emp. Share Health Insurance	319.35
Merchants Bank	Ach Fee February 2005	28.70
Orchard Trust Company	TSA Payday 2-1-05	770.00
Public Emp. Retirement Assn	PERA Payday 2-1-05	3,649.10
Aquila	Natural Gas	9,088.52
Geske, Dave	Mosquito Control	1,280.00
Northern Beverage Distribution	Beer	277.10
Pepsi Cola Bottling Company	Soft Drinks	77.50
Schott Distributing Co, Inc.	Beer	5,073.30
Spring Grove Soda Pop, Inc.	Beer	104.75
Blue Cross Blue Shield of MN	Health Insurance	17,630.00
Caledonia Rotary Club	City Of Caledonia Membership	320.00
Mace, Mason	Liquor Labels	39.90
Travelers Directory Service	Brochure Ad for Liquor Store	206.00
Riverland Community College	Fire Training Activity	1,642.00
Houston County Highway Dept.	County Maps for Resale	50.00
MN DNR Waters	Water Pumping Permit	423.50
Parks & Trails Council of MN	Membership Fee	60.00
Nelson, Robert L.	Mileage Reimbursement	55.87
		<hr/> \$214,605.80

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 January 2005. All members present voted in favor and the motion was declared carried.

A-1 Glass Co., Inc.	Door Repair at Auditorium	865.00
Airgas North Central	Oxygen/Acetylene	112.90
Alco Discount Store	Motor Oil	32.97
APN, Inc.	Weld Cross	55.00
Artic Glacier, Inc.	Ice	27.54
Baker & Taylor Books	Library Books	356.82
Bank of the West	Fed/Fica/Med	5,574.08
Bound Tree Medical, LLC	2 Defibrillators	5,254.32
Cal. Chamber of Commerce	Membership Dues	150.00
Caledonia Drugs	Gloves	3.42
Caledonia Electronics	Miscellaneous Office Supplies	2,084.20
Caledonia Implement	Bulk Steel	145.44
Caledonia Oil Company	Gas	552.94
Caledonia True Value	Miscellaneous Parts	160.35
Carquest Auto Parts	Antifreeze	41.91
City Of Caledonia	Emp. Share Health Insurance	323.15
City of Caledonia Emp. Assn.	Association Dues	130.00
Clarey's Safety Equipment	Bunker Boots	2,805.71
Commissioner of Revenue	State Withholding	2,382.08
Communications Service Inc.	Pager Repairs	129.58
Crystal Canyon Inc.	Cooler Rent	32.43
Curt & Candy's Hardware Hank	Miscellenous Parts	223.75
D S Electric Supply Inc.	Lamps	92.53
Dalco	Tissues	188.06
Davy Laboratories	3 Total Coliforms	1,452.44
Drivers License Guide	2005 ID Checking Guide	26.95
ECM Publishers Inc.	Miscellaneous Ads	228.10
Fastenal Co.	Miscellaneous Parts	30.24
Flexible Pipe Tool Company	Tools/ Equipment	171.67
Gopher State One – Call	3 Location Notifications	104.05
Griggs, Cooper & Co.	Liquor / Wine	2,290.42

Hawkins Water Treatment	Chemicals	953.98
Hokah Co-op Oil Association	Van Labor	35.00
Hoskins Electric Co.	Labor	577.85
Houston County Highway Dept.	Maintenance Salt	1,596.48
Johnson Brothers Liquor Co.	Liquor / Wine	1,556.92
Kemske / Oswald Co.	Inventory Sheets	121.53
Ken's Small Engine	Truck 1470 Repairs	297.52
LaCrosse Truck Center, Inc.	#185 Truck repairs	201.82
League of Minnesota Cities	Registration Fee for Nelson/Gavin	40.00
Med Compass	30 Medical Exams	1,820.00
Michael's Truck Equipment	Parts for #20 truck	125.09
Midland Telecom, Inc.	Pager Repair	143.95
Midwest Tape	DVD's for Library	225.05
Midwest Wheel	Tire Chains	254.02
Minnesota NCPERS Life Ins.	NCPERS Payday 2-15-05	32.00
Minnesota Planning – EQB	PPS Ass 3 rd Quarter	67.59
Mississippi Welders Supply Co.	Oxygen	102.34
MN Benefit Association	MBA Payday 2-15-05	173.06
MN Pollution Control Agency	Registration Fee – Tony Klug	270.00
Municipal Pipe Tool	TV Inspection of Sanitary Sewer	3,097.20
National Waterworks, Inc.	Hydrant Meter, & Meters for Resale	827.52
Northern Beverage Distribution	Beer	664.30
Orchard Trust Company	TSA payday	770.00
P & H Services	Radio	1,646.73
Pennwell Books	Training Materials	103.00
PowerPlus Engineering	Engineering Fees	1,544.72
Printy Quik	Stamp, Bottle Tickets	65.45
PT Welding & Driveshaft Repair	Driveshaft	780.56
Public Emp Retirement Assn	PERA Payday 2-15-05	3,152.50
Quillin's IGA	Softener Salt	6.37
Richard's Sanitation	Refuse Disposal	175.50
Rippe, Hammell & Murphy	Prosecution Matters	2,541.37
Rodale Books	Library Book	33.90
Ronco Engineering Sales, Inc.	Miscellaneous Items	174.16
Ronco Machine Co., Inc.	Snow Plow Parts	387.07
Schilling Supply Company	Bags / Sacks & Copy Paper	119.77
Schott Distributing Co., Inc.	Beer	1,333.85
Schulze Plumbing & Heating	Main Break	212.50
Schwaab, Inc.	Notary Stamp – Guillaume	30.41
SE Libraries Cooperating	Upgrade Computers	535.42
SE MN Historic Bluff Country	Coop Ads	60.00
Southeast Consultants, Inc.	Commercial RLF	498.59
Spring Grove Soda Pop, Inc.	Beer	71.25
St. Joseph Equipment, Inc.	Loader Parts	95.15
St. Mary's Auto Body Shop	Tow Red Buick	37.28
Taser International	Four Tasers for PD	4,907.51
Tom's Speedometer Shop	Perk Repair	23.00
Tostrud & Temp	2004 Audit, Partial billing	297.44
Tri-County Electric Co-op	Electric Energy	112,016.74
Wiebke Tire Company	Tire Repair	7.50
WWTP MPCA PFA Loan Fund	PFA Loan	3,725.00
Zep Manufacturing Company	Trash Bags	168.54
Ziebell's Hiawatha Foods, Inc.	Liquor – Mix	43.78
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		\$174,776.33

OLD BUSINESS

A. ENGINEERING ESTIMATE – FLASHING LIGHTS: At this time the Council reviewed the engineering estimate for work to have flashing lights installed at the Pedestrian Crosswalk at the intersection of STH 44/76 and Esch Drive. The total engineering estimate was for an amount of up to \$9,100. Following discussion, the council tabled the question by general consensus.

B. SANITARY SEWER USE, FEES AND PENALTIES: At this time the Council discussed the letter from Davy Engineering Company, reviewing the usage rates and recommending penalties for failure to properly record data or meter flows. Following brief discussion, the Council tabled the issue by general consensus until Mayor Morey could discuss the matter with Dennis Gavin, owner, Caledonia Haulers.

NEW BUSINESS

A. CHAMBER OF COMMERCE REQUESTS: The Council discussed the Chambers request for the City to pay postage for community data packets to be mailed to persons planning to visit or relocate to Caledonia at an estimated cost of \$450 per year. Chamber member renewal is also due at an annual amount of \$150 for 2005. The Chamber also requested a donation of \$500 from the City. Following discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to approve all three issues and authorize immediate payment of the \$150 membership fee and \$500 contribution, understanding that the postage fees will be billed to the City periodically. All members present voted in favor and the motion was declared carried.

B. EMPLOYEE WAGE INCREASE: Clerk Nelson explained that Sara Loomis, Retail Clerk at the Municipal Liquor Store had now been employed in her position for a period of one year, enabling her to become a member of the Caledonia Employee Association. As such, she was entitled to the rate increase granted other association members for calendar year 2005. Her effective date of one year anniversary was January 15, 2005. Last December, the City Council had increased the wages of Liquor Store Retail Clerks by \$.25 per hour, effective January 1. At that time there was no consideration or knowledge of Mrs. Loomis achieving her one year anniversary or joining the Association. Nelson recommended that the rate increase of \$.25 per hour be deleted and replaced by the Association increase of \$.60 per hour for calendar year 2005 resulting in a wage of \$8.10 per hour. Following brief discussion, a motion was made by Member Standish, seconded by Member Fisch, to acknowledge Mrs. Loomis' membership in the Association and set a wage rate of \$8.10 per hour in compliance with the Labor Agreement of the Caledonia Employee Association, retroactive to January 15, 2005. All members present voted in favor and the motion was declared carried.

C. ACCESSORY PURCHASE: Clerk Nelson reported that Mike Gerardy, Administrative Coordinator, requested authorization to purchase a digital camera as discussed with the City Council back in November or December 2004. He further requested assistance from Council Member Fisch to select an appropriate camera. Member Fisch commented that a sufficient camera should be available for a price not to exceed \$350. Following discussion, a motion was made by Member Fisch, seconded by Member Klug, to authorize the purchase of a digital camera for an amount up to \$350. All members present voted in favor and the motion was declared carried.

CLERK'S REPORT:

A. POLICE ACTIVITY REPORT: Enclosed with the Agenda was the Police Activity Report for January 2005.

B. BOARD OF REVIEW: Clerk Nelson reported that the Board of Review is scheduled for Wednesday, April 20, 2005.

C. TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period January 17 – 30, 2005. Distributed at the meeting was the Employee Time Record for pay period January 31 - February 13, 2005.

D. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report for January 2005 showing an Average Monthly Total Nitrogen level of 9.38 mg/l.

E. MOSQUITO CONTROL: Enclosed with the Agenda was a letter and billing from David Geske who oversees the Mosquito Control efforts for the City Of Caledonia. The billing for 2004 was \$1,280. Mr. Geske will plan to attend the March 14th meeting to inform the Council of the types of inspections and work performed by his crews.

F. FRANCHISE FEE: Franchise Fees paid to the City Of Caledonia by Ace Communications Group for the last quarter of 2004 were \$2,168.83.

G. RECREATION FIELD USE: Clerk Nelson reported that Nancy Messner telephoned the Clerk's Office saying the enrollment for soccer has dropped significantly so the Soccer Association does not require use of the City Athletic Fields for spring 2005 practices.

H. LMC FIRE DEPARTMENT MANAGEMENT AND LIABILITY SEMINAR: Clerk Nelson reported briefly on a meeting, sponsored by the League of Minnesota Cities (LMC) at Rochester on February 10 to discuss issues on Fire Department Management and Liability. Nelson reported that a recommendation was made for a number of policies to be written for Fire Department operation. A draft set of policies will be prepared by Fire Chief Chuck Gavin and Clerk Nelson and presented to the Council for their review and approval.

I. CITY COUNCIL MEMBERS SALARIES: For the benefit of newly elected Council Members, Clerk Nelson provided copies of City Ordinance #189 and #211, which address Council Member salaries and attendance at meetings.

MISCELLANEOUS ITEMS

A. TRAFFIC SIGNING – ST. MARY’S SCHOOL: Discussion was introduced concerning a report from St. Mary’s School that a school crossing sign was posted only for west bound traffic on South Street. Following discussion, the Council decided by general consensus that a crosswalk sign should be installed on South Street for east bound traffic.

B. PROPERTY FOR SALE: Member Standish reported that the Root Beer Stand Property at the north end of Kingston Street, adjacent to the City Park, was being offered for sale for a price of \$45,000, asking if the City Council had any interest in purchasing the property. There did not appear to be any immediate, significant interest by the Council.

C. RECREATIONAL VEHICLE ORDINANCE: Clerk Nelson reported that Member Klug had delivered an Ordinance for Recreational Vehicles as drafted by the City of Spring Grove for consideration of drafting a similar ordinance by the City Of Caledonia. Nelson reported that there were a number of paragraphs which he wished to examine further before presenting it to the Council.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch and seconded by Member Klug. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 11:00 p.m. The next Regular Meeting of the City Council is scheduled for Monday, February 28, 2005, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator