

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, February 14, 2011

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, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely, Administrative Coordinator Mike Gerardy, City Light Department Employee Matt Blocker, Water/Wastewater Supervisor Tony Klug, and Davy Engineer Jim Kochie. Visitors present: Argus Reporter Charlie Warner, Gary Kruckow, and Gary Haugen.

AGENDA APPROVAL. The following items were added to the agenda for discussion: Fire Department Air Packs, American Legion Request, and Fire Department Policy Item. A motion was made by Member Vick, seconded by Member Lemke to approve the agenda with the addition of the above-mentioned items. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Mayor Burns, seconded by Member Vick to approve the consent agenda. 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, 2011 and the minutes of the Special Meeting held Tuesday, February 1, 2011, as presented.

B. EDA RECOMMENDATION FOR NEW BOARD MEMBER. To appoint Jonathon Hagerott as a new EDA board member. EDA board members serve six-year terms.

VISITORS AND COMMUNICATIONS.

A. PUBLIC HEARING: SANITARY SEWER COLLECTION SYSTEM AND LIFT STATION PROJECT. Davy Engineer Jim Kochie distributed a one page handout and summarized the Facility Plan. Kochie went on to state that the sanitary sewer system has been televised to locate problem areas within the collection system. Each year several blocks of sewer were inspected. Kochie noted that the reports from 2005 – 2009 were used to identify, categorize and prioritize recommended improvements to reduce infiltration/inflow as well as fix broken or damaged pipe and manholes. The improvements would range from complete replacement to spot repairs and no-dig options like cast-in-place liners. The Facility Plan also reviewed the nine lift stations that are a part of the collection system. Each station was evaluated for capacity, reliability and safety. According to Kochie, for the most part, the lift stations are in good condition. Pumps and controls have been replaced and are well maintained. Recommendations for improvements included moving valves outside of the wet wells and adding portable generator connections for emergency use. These recommendations should be implemented as each station is updated. The only station of concern is the North Pine St. Station #2. This station is a simplex unit that was constructed 40 years ago. Due to the single pump, reliability is an issue when a pump failure occurs. Kochie recommended replacing the unit with a duplex submersible station. Due to the limited size of the existing site, an alternate location was selected on City property on Winnebago St. An interceptor sewer and forcemain would be

extended to the new site. The estimated cost for the recommended improvements was presented and a discussion of possible financing followed.

The meeting was then opened to the public for questions and comments. What follows is a summary of discussion that took place.

- Q) *What property owners are affected by the new lift station site?*  
A) The new interceptor and forcemain will cross properties owned by Gary Kruckow and Gary Haugen. Easements would be needed from each.
- Q) *Is the Kruckow residence affected by pump problems at the current site?*  
A) Yes. Sewer backups occur occasionally. Once or twice per year. (This response was from Gary Kruckow).
- Q) *Is there room on the existing site to replace the lift station?*  
A) No. The City would need to purchase property from St. John's Lutheran Church.
- Q) *Would there be any cost savings by building on the existing site?*  
A) Yes, the cost savings would be in not constructing the new interceptor and forcemain. Although you would lose the ability to service a larger area.
- Q) *Would problems with backups in the Kruckow basement be eliminated if we built the lift station on the existing site?*  
A) The problem would be reduced but not eliminated. The new station would have a larger wetwell to hold more sewage before a backup occurred and the station would have two pumps for reliability as well as a portable generator connection. Because of the location of the Kruckow residence, the potential of a backup is still present.
- Q) *Will the project be bid with the ability to select the repairs or improvements to stay within a budget?*  
A) Yes, the bid form will be prepared in sections to allow the City flexibility in awarding the work.
- Q) *Can the work be completed this summer?*  
A) We are hoping to bid the project in April and allow the work to be completed this construction season. The only issue that may delay the construction is getting the financing completed.

A motion was made by Mayor Burns, seconded by Member Vick to proceed with the preliminary Report and schedule a public hearing for March 28. All members present voted in favor and the motion was declared carried.

B. CALEDONIA COMMUNITY CELEBRATIONS EVENT REQUEST. City Clerk/Administrator Feely shared that a request was received from Sue Bauer with Caledonia Community Celebrations (CCC) to reserve the use of the Veteran's Memorial Recreation Area on Friday, June 17, 2011 and Saturday, June 18, 2011 for CCC's annual summer event. It was noted that CCC would like to block off the parking area from the Caledonia Care and Rehab building to the concession stand so that a dance could be held. The weekend would also include the use of the ball field as well as a beer tent and food vendors. It was further noted that the CCC would like to hold their event at the fairgrounds, however, they would like to reserve the use of Veteran's Memorial Recreation Area as another option to consider. Member Vick noted that CCC has held events at Veteran's Memorial Recreation Area in the past. Member Murphy noted that since there will be a beer tent, he would like to see 3.2 beer sold versus strong beer. Mayor Burns agreed that selling 3.2 beer is preferable versus selling strong beer. The consensus of the Council was to permit CCC the use of the Veteran's Memorial Recreation Area June 17, 2011-June 18, 2011 so long as it does interfere with any already scheduled events and that CCC would be subject to selling only 3.2 beer.

C. PUBLIC HEARING: CERTIFICATION OF DELINQUENT UTILITY CHARGES. A public hearing was held to discuss certifying delinquent utility charges to be collected with property taxes. City Clerk/Administrator Feely shared that cities are permitted to develop reasonable regulations to operate successful municipal utilities and to enforce the collection of charges. It was noted that developing regulations for municipal utilities is not subject to public hearings or voter approval. Feely went on to note that the City currently writes off delinquent electric, water, and sewer charges after a period of five years. In an effort to recoup unpaid utility charges, the consensus of the Council is to certify delinquent utility charges to be collected with property taxes. It was noted that Section 50.41 of the Caledonia Ordinances authorizes certification of delinquent utility charges for collection with property taxes. Feely stated that before the City can certify the charges for collection, the property owner or taxpayer must be provided with due process. Due process entails providing the property owner with notice and the right to protest the charges. Discussion then ensued regarding the landlord-tenant situations with respect to electric charges. The consensus of the Council was that the certification of delinquent charges for collection with property taxes will go into effect beginning in April or July, depending upon how quickly staff can get this new process implemented. Mayor Burns recommended that all new accounts will be subject to a \$250 utility deposit. The consensus of the Council was to implement a \$250 utility deposit for all new accounts. Discussion then ensued regarding increasing the reconnection fee from \$35 to \$100. Feely explained that currently, the Light Department employees are performing reconnections during afterhours which results in the City paying overtime. Feely recommended that the reconnections only take place during Light Department working hours and that the City establish a policy in which the City reserves 24 hours to perform a reconnection after a delinquent account has been brought current. The only exception to this policy is for those properties in which a medical emergency exists. The consensus of the Council was to discontinue doing reconnections during afterhours and instead perform reconnections between the normal Light Department working hours of 7:00 a.m. and 3:00 p.m., Monday – Friday. Feely noted that she is working with the City Attorney in an effort to draft the appropriate utility agreements and applications, and will be sending a letter to all property owners informing them of the changes shortly. No official action was taken.

D. POLICE DEPARTMENT ITEMS. Police Chief Kurt Zehnder was present to provide an update with respect to the portals program. It was noted that the department has taken the appropriate tests and the program is now up and running. Zehnder inquired as to the Council's plan for the 2003 squad car that is next in line to be replaced. Zehnder went on to note that in order to arrange the purchase of a 2012 Crown Victoria, the order must be placed by September. Member Murphy stated that due to the uncertainty associated with LGA, it is best to wait until we find out more information. Zehnder noted that the 2003 squad car has 118,000 miles on it and that it has recently experienced battery and compressor problems. Zehnder also noted that the 2008 squad car recently sustained minor damage as a result of an officer backing out of the police department garage and accidentally scraping the rear passenger side of the squad car on the garage. According to Zehnder, it is fine to leave as is, or pay \$70 for a touch up. Member Murphy inquired as to how many miles a squad car typically puts on during a night. Zehnder replied that it depends but, most nights, the average is 100 miles. Discussion ensued regarding the police department vehicles. Zehnder stated that he would print off a history of the vehicles and drop off to City Hall the following day.

E. ADMINISTRATIVE COORDINATOR TOPICS.

1. LIQUOR STORE SURVEILLANCE SYSTEM. Administrative Coordinator Gerardy shared that the Liquor Store surveillance system will be installed this week.

2. MNDOT MEETING. Administrative Coordinator Gerardy shared that he, Mayor Burns, Member Lemke, and City Clerk/Administrator Feely would be attending a meeting in Rochester with MnDOT to discuss plans for a trail extension.

F. COMMUNICATIONS.

1. LETTER FROM HOUSTON COUNTY. Attached with agenda was a letter from Houston County regarding an upcoming fluorescent bulb collection that will take place on Saturday, April 9. No action was taken as this was included for informational purposes.

2. 2011 LMCIT SAFETY AND LOSS CONTROL WORKSHOP FLYER. Attached with the agenda was a flyer for the upcoming 2011 LMCIT Safety and Loss Control Workshop to be held in Rochester on April 19. The consensus was for the following employees to attend: City Clerk/Administrator Feely, Administrative Coordinator Gerardy, Water/Wastewater Supervisor Klug, and Police Chief Zehnder.

3. LETTER FROM DISTRICT 299 FOUNDATION. Attached with the agenda was a letter from Community Education and Recreation regarding an upcoming 4 session series entitled "As Families Grow Older". No action was taken as this was included for informational purposes.

4. 2011 COMPASS NOW LETTER. Attached with the agenda was a letter for COMPASS NOW 2011. City Clerk/Administrator Feely and Member Vick will plan to attend the meeting on behalf of the City.

CLAIMS

A. PREPAID CLAIMS. Following review, discussion, and deliberation, a motion was made by Member Fisch, seconded by Member Murphy to approve the Prepaid Claims List for January 2011. All members present voted in favor and the motion was declared carried. Discussion ensued regarding the amount in which department heads can spend without City Clerk/Administrator or Council approval. The consensus was for City Clerk/Administrator Feely to send out a reminder to all department heads.

|                                |                                |            |
|--------------------------------|--------------------------------|------------|
| Alex Air Apparatus, Inc.       | FD – Hose                      | 225.00     |
| Buttell’s Lighting             | Street Lighting – Bulbs        | 160.31     |
| Dawson Truck Parts, Inc.       | FD – Chains for Fire Trucks    | 337.19     |
| Eitzen State Bank              | Certificate of Indebtedness    | 18,204.00  |
| Kohnen, Jessica                | Reimbursement – Travel Exp.    | 10.75      |
| Merchants Bank                 | ACH Fee                        | 23.86      |
| Northern Beverage Distribution | Liquor Store Inventory         | 2,475.75   |
| Parks & Trails Council of MN   | Membership Fee                 | 25.00      |
| Rochester, City of             | Registration Fee               | 125.00     |
| Tri-County Electric Co-op      | Electric Energy                | 96.43      |
| Uncle John’s Specialty Foods   | Liquor Store Inventory         | 55.00      |
| US Bank NA                     | General Obligation Bonds       | 933,581.25 |
| Wirtz Beverage Minnesota       | Liquor Store Inventory         | 5,312.87   |
| Banyon Data Systems            | Utility Billing Support        | 870.60     |
| Expert T Billing               | Ambulance – Contracted Billing | 396.00     |
| Jack Neumann Trucking          | Liquor – Freight Expense       | 132.00     |
| Johnson Brothers Liquor Co.    | Liquor Store Inventory         | 2,512.42   |
| Metro Sales, Inc.              | PD Copier Agreement            | 48.38      |
| Minnesota UC Fund              | Police – Unemployment          | 3,406.41   |
| Phillips Wine & Spirits        | Liquor Store Inventory         | 1,191.97   |

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| Riverland Community College     | Fire – Fire Fighter I& II Training | 3,600.00 |
| Schott Distributing Co, Inc.    | Liquor Store Inventory             | 2,998.40 |
| Sheehan Sales                   | Fire – Chains                      | 260.37   |
| Spring Grove Soda Pop, Inc.     | Liquor Store Inventory             | 183.05   |
| US Postal Service               | Clerk’s Office – Stamps            | 176.00   |
| Village Farm and Home           | Fire – Chains                      | 176.35   |
| Caledonia Oil Company           | Diesel                             | 1,529.50 |
| Caledonia True Value            | Street & Light – Misc.             | 207.70   |
| Minnesota Dept. of Commerce     | Unclaimed Property                 | 204.35   |
| Petty Cash                      | Replenish Petty Cash               | 83.91    |
| Tri-State Ambulance, Inc.       | Intercept Fee                      | 250.00   |
| Ziebell’s Hiawatha Foods, Inc.  | Liquor Store Inventory             | 40.50    |
| Baker & Taylor Books            | Library Books                      | 201.13   |
| Demco                           | Library – DVD Cases                | 249.13   |
| Franciscan Skemp Healthcare     | Drug Screen                        | 130.00   |
| Houston County Highway Dept.    | Street – Salt/Sand/Chipper Rent    | 9,143.49 |
| Image Trend, Inc.               | Ambulance – Annual Support         | 900.00   |
| Midwest Tape                    | Library DVD(s)                     | 71.37    |
| Resco                           | Light – Inventory                  | 1,019.34 |
| Carpenter, Tom                  | Ambulance – Training               | 120.00   |
| Schott Distributing             | Liquor Store Inventory             | 5,236.35 |
| Alex Air Apparatus, Inc.        | Uniforms                           | 6,764.00 |
| Bostone & City, Enrico          | Meter Deposit Refund               | 201.31   |
| Breault, Anna                   | PD – Labor Expense                 | 30.00    |
| Business Financial Planning     | Cafeteria Plan                     | 396.91   |
| City of Caledonia Emp. Assn.    | Association Dues                   | 70.00    |
| Commissioner of Revenue         | State Withholding Tax              | 1,462.03 |
| Dahl Automotive                 | Street - #20 Pickup Repairs        | 5,908.00 |
| Fire Safety USA, Inc.           | FD-Hose & Flashlights              | 4,823.03 |
| G & F Distributing              | Liquor Store Inventory             | 440.00   |
| Gavin, Mike                     | Animal Control – Rent              | 75.00    |
| Houston Co. Treasurer           | Ho. Co. Collection Site            | 3,342.50 |
| ING Institutional Plan Services | TSA payday 1-25-11                 | 580.00   |
| Jack Neumann Trucking           | Liquor – Freight Expense           | 55.00    |
| K Properties                    | Tax Abatement                      | 466.18   |
| Merchants Bank                  | Federal/FICA/Medicare              | 6,996.27 |
| Minnesota NCPERS Life Ins.      | Payday 1-25-11                     | 80.00    |
| MN Benefit Association          | Payday 1-25-11                     | 96.41    |
| MN State Fire Dept. Assn.       | 2011 Membership Dues               | 144.00   |
| Olson, Kristen                  | PD Labor Expense                   | 30.00    |
| Public Emp. Retirement Assn.    | PERA payday 1-25-11                | 6,139.54 |
| SE MN Historic Bluff Country    | Tourism                            | 752.02   |
| Sno Pac Foods, Inc.             | Tax Abatement                      | 2,107.06 |
| Tri-State Ambulance             | Intercept Fee Run                  | 250.00   |
| Tuck & City, Florence           | Meter Deposit Refund               | 125.48   |
| USA Mobility Wireless, Inc.     | Communication Expense              | 45.40    |
| Verizon Wireless                | Ambulance Communication Expense    | 61.08    |
| Walsh & City, Brennan           | Meter Deposit Refund               | 200.60   |
| Winona Controls, Inc.           | Tax Abatement                      | 697.64   |
| Wirtz Beverage Minnesota        | Liquor Store Inventory             | 2,766.32 |
| Witt Real Estate, LLC           | Tax Abatement                      | 865.70   |
| Banyon Data Systems             | Meter Device Support               | 197.68   |

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| Bluff Country Family Resources  | Balance of Meter Deposit               | 54.77               |
| Buttell's Lighting              | Inventory, Ballasts, Bulbs             | 984.72              |
| Caledonia Lumber Co.            | Materials for Shelving                 | 179.90              |
| Caledonia Oil Co.               | Unleaded                               | 1,371.04            |
| Schott Distributing Co, Inc.    | Beer                                   | 3,469.66            |
| Spring Grove Soda Pop, Inc.     | Liquor Store Inventory                 | 49.25               |
| US Postal Service               | Utility Billing                        | 388.79              |
| Verizon Wireless                | Police Department – Communication Exp. | 106.25              |
| Beardmore, Ron                  | Services 2010                          | 780.00              |
| Clarey's Safety Equipment       | Fire Department                        | 1,018.90            |
| MN DNR Waters                   | Water Pumping Permit                   | 503.00              |
| MN Municipal Beverage Assn.     | Registration Fee                       | 295.00              |
| Northern Beverage Distribution  | Liquor Store Inventory                 | 3,579.45            |
| Houston County Treasurer        | Storm Sewer Materials                  | 572.64              |
| Jack Neumann Trucking           | Liquor Freight Expense                 | 152.00              |
| Johnson Brothers Liquor Co.     | Liquor Store Inventory                 | 4,017.00            |
| MN Dept. of Revenue             | Sales / Use Tax                        | 16,440.00           |
| Phillips Wine & Spirits         | Liquor Store Inventory                 | 1,438.05            |
| Richard's Sanitation            | Recycling                              | 6,002.10            |
| VISA                            | Aviation Fuel, Office Supplies, Travel | 367.66              |
| ACE Link Telecommunications     | Communication Expense                  | 1,265.38            |
| Merchants Bank                  | Federal/FICA/Medicare                  | 1,324.39            |
| Principal Life                  | Life/Ad&d/Std                          | 559.74              |
| Commissioner of Revenue         | State Withholding                      | 218.71              |
| Public Emp. Retirement Assn.    | PERA payday 2-2-11                     | 779.80              |
| Blue Cross Blue Shield of MN    | Health Insurance                       | 24,886.00           |
| Business Financial Planning     | Cafeteria Plan                         | 396.91              |
| Caledonia Police Association    | PD Association Dues                    | 85.00               |
| Commissioner of Revenue         | State Withholding                      | 1,339.11            |
| ING Institutional Plan Services | TSA Payday 2-8-11                      | 580.00              |
| Kraus Oil Company Inc.          | Diesel                                 | 1,532.26            |
| Merchants Bank                  | Federal/FICA/Medicare                  | 6,517.22            |
| Minnesota Energy Resources      | Natural Gas                            | 8,267.80            |
| Public Emp. Retirement Assn.    | PERA Payday 2-8-11                     | 5,740.39            |
| Schott Distributing Co., Inc.   | Liquor Store Inventory                 | 4,378.02            |
| Travelers Directory Service     | Liquor Store – Brochure Ad             | 375.00              |
| Ziebell's Hiawatha Foods, Inc.  | Liquor Store – Inventory               | 38.59               |
| Kinneberg, Myron                | Reimbursement-Health Insurance         | 167.00              |
| MaCal Grove Country Club        | Drainage Repair Project                | 1,245.03            |
| Tri-County Electric Co-op       | Electric Energy                        | 97.59               |
| Tri-State Ambulance             | Intercept Fee                          | 250.00              |
| Merchants Bank                  | ACH Fee                                | 23.93               |
| Tri-State Ambulance             | Intercept Fee                          | 500.00              |
| Expert T Billing                | Contracted Billing                     | 569.25              |
| Northern Beverage Distribution  | Liquor Store Inventory                 | 2,131.30            |
| Pepsi Cola of LaCrosse          | Liquor Store Inventory                 | 95.50               |
| Schott Distributing Co., Inc.   | Liquor Store Inventory                 | 2,061.40            |
| Spring Grove Soda Pop, Inc.     | Liquor Store Inventory                 | 105.75              |
| Verizon Wireless                | Fire – Communication Expense           | 161.95              |
|                                 |  | <u>\$149,513.49</u> |

B. CLAIMS PAYABLE. Following review, discussion, and deliberation, a motion was made by Member Fisch, seconded by Member Lemke, to approve and authorize payment of the Claims Payable for January 2011. All members present voted in favor and the motion was declared carried.

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|-------------------------------|--|-----------|
| Affordable Technology Sol.    | Office Supplies                            | 996.21    |
| Airgas North Central          | Oxygen/Acetylene                           | 87.65     |
| Baker & Taylor Books          | Library – Books                            | 202.95    |
| Becker & Stemper Electric     | Replace Thermostat                         | 119.58    |
| Bonanza Grain, Inc.           | Materials for Kingston Street              | 354.56    |
| Border States Electric Supply | SM Polar Glove                             | 10.69     |
| Caledonia Implement Co.       | Air Filter, Bulk Steel, Repair Parts       | 90.32     |
| Caledonia Lumber Co, Inc.     | Library – Shelving Supplies                | 4.97      |
| Caledonia Oil Company         | Gas, #258 Wiper Blades, Labor/Repairs      | 193.48    |
| Caledonia Ready Mix           | Conc. Sand North Kingston                  | 74.81     |
| Carquest Auto Parts Store     | Oil, Battery, Power Steering Fluid         | 82.45     |
| Clarey’s Safety Equipment     | Fire – Radio Parts, Clip Assy, Speaker Mic | 304.17    |
| Curt & Candy’s Hardware Hank  | Misc.                                      | 114.39    |
| Dalco                         | Misc. Supplies                             | 261.97    |
| Davy Engineering              | Sewer Rehab Project                        | 21,321.64 |
| Davy Laboratories             | Lab  | 2,228.47  |
| E O Johnson Company           | Copier Maintenance                         | 111.00    |
| ECM Publishers                | Advertisements                             | 766.89    |
| Ellingson Motors              | Van Repairs                                | 628.59    |
| Extreme Beverage, LLC         | Liquor Store Inventory                     | 67.00     |
| Family Circle                 | Annual Recipe Cookbook                     | 30.91     |
| Fire Safety USA, Inc.         | Cable                                      | 112.17    |
| Green Power Equipment         | Misc.                                      | 137.70    |
| H & L Mesabi                  | Curb Runner                                | 192.78    |
| Hawkins, Inc.                 | Chemicals                                  | 1,676.74  |
| HD Supply Waterworks          | Meter Repair Parts                         | 62.65     |
| Hoskins Electric              | Sewer Plant & Liquor Store                 | 1,663.45  |
| Houston County Treasurer      | Disposal of Electronics                    | 19.25     |
| Ken’s Small Engine            | Fire – Generator Battery/Sewer-Repair      | 131.08    |
| Michael’s Truck Equipment     | 82 Plow Repairs                            | 108.46    |
| Midwest Tape                  | Library DVD’s                              | 24.14     |
| Mississippi Welders Supply    | Oxygen                                     | 39.76     |
| P & H Services                | #12 Radio Repairs                          | 94.95     |
| Pomp’s Tire Service           | Tires                                      | 522.60    |
| PowerPlus Engineering         | Engineering Expense                        | 10,719.85 |
| Richard’s Sanitation          | Refuse Disposal                            | 174.38    |
| Rippe, Hammell & Murphy       | Prosecution Matters                        | 2,700.00  |
| Rodale                        | Library – Book                             | 39.94     |
| Ronco Engineering Sales       | Hydrant Parts                              | 37.98     |
| Sandry Fire Supply, LLC       | Boots                                      | 591.84    |
| Schilling Supply Company      | Towels, Copy Paper                         | 599.20    |
| Schulze Plumbing & Heating    | Main Break                                 | 2,562.50  |
| SE Libraries Cooperating      | Library                                    | 2,503.87  |
| St. Joseph Equipment          | Loader Parts                               | 259.80    |
| St. Mary Auto Body Shop       | Tow’s                                      | 80.16     |
| State of Minnesota            | Chemical Invoice Fee                       | 400.00    |
| Tostrud & Temp                | Assist with Bond Refinance                 | 95.00     |

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| Tri-County Electric | Electric Energy | 179,015.90      |
| United Auto Supply  | Misc.           | 127.93          |
| WWTP MPCA PFA Loan  | Loan Payment    | <u>3,500.00</u> |
|                     |                 | \$ 236,479.82   |

OLD BUSINESS.

A. MNWARN. City Clerk/Administrator Feely shared that information regarding Minnesota's Water/Wastewater Agency Response Network (MnWARN) was included in the January 24, 2011 City Council packet. It was noted that the consensus was to not participate in the MnWARN program until input was received from the City of Rushford. City Clerk/Administrator Feely shared that she had not heard back from the City of Rushford and if the Council was not comfortable moving forward, there would be a session at the upcoming LMCIT workshop that would be devoted to talking about MnWARN and more information could be gathered at that time. No action was taken.

B. LIQUOR STORE INVENTORY FOLLOW-UP REPORT. Member Lemke shared that he and Member Murphy and City Clerk/Administrator Feely recently met with Liquor Store Manager Patty Gavin to review the inventory report. Discussion ensued.

NEW BUSINESS.

A. RESIGNATION OF PART-TIME OFFICER GARY BUBBERS. City Clerk/Administrator Feely shared that a resignation letter was received from Part-Time Police Officer Gary Bubbers as he plans to retire effective March 1, 2011. It was noted that Bubbers has served the Caledonia Police Department since 1982. Member Fisch requested that a letter be sent to Bubbers thanking him for his many years of quality service. A motion was made by Member Fisch, seconded by Mayor Burns to approve the resignation of Part-Time Police Officer Gary Bubbers. All members present voted in favor and the motion was declared carried.

B. REQUEST TO PURCHASE CITY-OWNED REVOLVER. City Clerk/Administrator Feely shared that a request was received from Gary Bubbers to purchase a City-owned revolver at a cost of \$25. Per an inquiry made to Wiebke Fur Company, such a revolver is estimated to be worth anywhere from \$200-\$300, depending upon the condition of the gun. Member Murphy stated that he would like two (2) quotes obtained as to the amount in which a gun dealer would pay the City for such a revolver. A motion was made by Member Murphy, seconded by Member Fisch to obtain another quote. All members present voted in favor and the motion was declared carried.

C. WATER/WASTEWATER OPERATOR CERTIFICATION INCENTIVE SYSTEM.

City Clerk/Administrator Feely shared that a request was made by the Caledonia Employee Association to put together some sort of an incentive system in which Water/Wastewater Operator Ryan Skillings would receive monetary compensation for water/wastewater certifications. It was noted that Member Murphy, Member Lemke, and Clerk/Administrator Feely recently met with Skillings, Water/Wastewater Supervisor Klug, and Employee Association Representatives Blocker and Gerardy to discuss an acceptable incentive system. The proposed incentive system would provide Skillings with a \$0.25/hr increase for obtaining a Class C license, a \$0.50 increase for obtaining a Class B license, and a \$0.75/hr increase for obtaining a Class A License. It was noted that the proposed incentive system is in addition to any other wage increases that Skillings would normally receive as a member of the Caledonia Employee Association. Discussion ensued. A motion was made by Member Murphy, seconded by Member Lemke to authorize the water/wastewater operator certification incentive system for Ryan Skillings. All members present voted in favor and the motion was declared carried.



CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Attached with the agenda was the Employee Time Record for Jan. 10, 2011 - Jan. 23, 2011 and Jan. 24, 2011 – Feb. 6, 2011.

B. POLICE OFFICER ACTIVITY LIST. Attached with the agenda was the Police Officer Activity List for January 2011.

C. DISCHARGE MONITORING REPORT. Attached with the agenda was a discharge monitoring report showing an average Nitrogen Level of 7.87 mg/L.

D. ANIMAL CONTROL ACTIVITY LIST. No activity list was submitted to be included with the packet.

E. GRANT APPLICATION. City Clerk/Administrator Feely shared that attached with the agenda was a grant application that she planned to submit in hopes of receiving free paint products to spruce up the dugouts at the ballfield.

F. POOL IMPROVEMENT PROJECT – STEERING COMMITTEE MEETING. City Clerk/Administrator Feely shared that attached with the agenda was a letter that she sent to various community members in an effort to establish a Steering Committee to assist with the proposed pool improvement project.

G. UTILITY BILLING MODIFICATION. City Clerk/Administrator Feely shared that the monthly utility billing mailing will be modified in the near future so as to include a one-page billing statement that will be enclosed in an envelope. It was noted that doing so will require the acquisition of a paper folding machine in addition to perforated paper. Mayor Burns asked how soon this change will need to take place. Feely replied that it should take place as soon as reasonably possible so as to comply with privacy laws dealing with electric utility data. The consensus of the Council was to implement the utility billing modification by the April billing as staff will need time to implement this new system. Member Murphy noted that a positive aspect of going this route is that additional information can be included in the monthly utility billing mailings.

MISCELLANEOUS.

A. FIRE DEPARTMENT POLICY ITEM. Member Lemke inquired as to a Fire Department Policy. City Clerk/Administrator Feely shared her recommendations on the matter and noted that she had scheduled an appointment with the City Attorney, for later that week, to obtain his legal perspective on the matter. It was noted that various firefighters had already requested to attend this meeting with Feely and the City Attorney.

ADJOURNMENT. A motion to adjourn was made at 10:20 p.m. by Mayor Burns, seconded by Member Murphy. 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, February 28, 2011 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

