

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, February 26, 2007

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

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members Paul Fisch, Randi Vick, Gary Klug and Robert Standish. Members absent: None. Consultants and City staff present: Michael Gerardy, Matt Blocker, Shannon Sweeney, Chuck Gavin, Matt Hoscheit, Stephanie Mann, and Robert L. Nelson. Visitors present: Rick Frank and Jane Palen, Reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Vick, seconded by Member Klug, 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, February 12, 2007, as presented.

B. PROCLAMATION: To approve the Mayoral Proclamation setting the week of February 26 – March 2, 2007, as Caledonia Business Appreciation Week.

C. SEMINARS / WORKSHOPS

1. WASTE WATER OPERATORS CONFERENCE: To authorize Tony Klug, Water / Waste Water Superintendent, to attend the Waste Water Operators Conference in Brooklyn Park, Minnesota, March 28-30 for a registration fee of \$270 plus hotel room expense, mileage and other allowable expense reimbursements.
2. CERTIFIED POOL OPERATORS CLASS: To authorize Tony Klug to attend the Certified Pool Operators Class for re-licensing to continue to care for the Caledonia Swimming Pool. Mr. Klug requests to attend the Owatonna classes April 10 & 11. Costs include a registration fee of \$215, hotel expense, mileage and other allowable expense reimbursements.
3. SWITCHING REGIONAL WORKSHOPS: To authorize up to 2 employees from the Electrical Department to attend the MMUA Switching Seminar on April 5th in Rochester, for a registration fee of \$175 and reimbursement of allowable expenses.

VISITORS AND COMMUNICATIONS

A. COMPREHENSIVE PLAN PUBLIC HEARING: Mayor Morey recessed the Special Meeting and opened the Public Hearing for the Comprehensive Plan. Shannon Sweeney, David Drown Associates, started the discussion by stating he would deliver 10 folders and also a CD of the Comprehensive Plan to the City of Caledonia. Mr. Sweeney suggested the City review the Comprehensive Plan on an annual basis; he offered to come back to Caledonia to assist in the process. Member Fisch suggested the review should be done around the time the Budget is being reviewed and prepared for the next fiscal year. After discussion had concluded, Mayor Morey closed the Public Hearing and re-opened the Regular Meeting.

B. ELECTRIC DEPARTMENT TRUCK: Matt Blocker, City Electrician, explained to the Council the need for a new Electric Department truck. Mr. Blocker stated the truck, which is a 1994 model and has 60,000 miles. The truck is losing oil pressure and the tool box is getting too small. Mr. Blocker stated an estimated cost for a Chevy 1 ton, full size extended cab, with 4 full doors is \$33,000. It was suggested getting a diesel truck which would add another \$7,000 to the estimated price and a tool box would cost approximately \$8,000 - \$10,000. Mr. Blocker stated the current truck could be used for back-up. Mayor Morey asked if the truck purchase could wait until 2008. Mr. Blocker stated they could drive the Boom Truck while the other truck is being fixed. Mayor Morey directed Mike Gerardy, Administrative Coordinator to gather prices on a new motor for the current pick-up and report back to the next meeting.

C. COMPREHENSIVE PLAN APPROVAL: A motion was made by Member Fisch, seconded by Member Vick, to approve the Comprehensive Plan. All members voted in favor and the motion was declared carried. Further, a motion was made by Member Standish, seconded by Member Vick, to have Shannon Sweeney from David Drown Associates, come to Caledonia once a year for a review of the Comprehensive Plan. All members voted in favor and

the motion was declared carried. It was noted that a letter will be sent to David Drown Associates complimenting what a wonderful job Shannon did.

D. **ACCOUNTANTS REPORT:** Stephanie Mann, City Accountant, presented the cash and investment balances for all funds for period ending January 31, 2007. Total cash was \$282,183.23. Total investments were \$3,275,183. Ms. Mann also presented a long term debt balance of \$3,016,097 at December 31, 2006. Also presented was an average household usage and rate increase for water and sewer report. The report compares different households, example: single person versus a family of four, and what their usages would be with the increases that were approved and are now in effect.

E. **HOUSTON COUNTY REPORT:** Rick Frank, Environmental Services Director of Houston County, presented his annual report for the supervised drop-off sites. Mr. Frank reported that no increases are planned for the drop off sites. Further, he asked for the Cities participation in the Fluorescent Bulb Collection to be held on April 14, 2007. Following discussion, a motion was made by Mayor Morey, seconded by Member Standish, to participate in the Fluorescent Bulb Collection. All members voted in favor and the motion was declared carried.

F. **ADMINISTRATIVE COORDINATOR REPORT**

1. **GENERATOR REPAIR:** Matt Hoscheit, Firefighter, reviewed the estimate for repair of the 50 kw generator in the amount of \$1,127.16. During discussion Mr. Hoscheit explained that the generator repair could be done without the thermostat, but the generator needed an alternator. Therefore, the new estimated price of repair is \$1,247.16. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to approve the estimate in the amount of \$1,247.16 for repair of the 50 kw generator. All members voted in favor and the motion was declared carried. Further discussion was held of whether the City should be loaning out generators to other businesses or communities, however, at this time the City plans the generators to only be used for the City of Caledonia.
2. **WELLHEAD PROTECTION PLAN:** Mike Gerardy, Administrative Coordinator, reviewed a letter received from the Minnesota Department of Health on February 13, 2007. The letter granted approval of the City Wellhead Protection Plan, directing implementation of the plan. A motion was made by Member Klug, seconded by Member Vick, to approve the Wellhead Protection Plan. All members voted in favor and the motion was declared carried.
3. **TRANSFER SWITCH:** Mr. Gerardy explained that we will need a 600 amp switch instead of the 400 amp switch we originally thought. He noted that only \$5,000 was budgeted for the switch. During his investigation he found that a 600 amp switch would cost approximately \$6,000 - \$10,000.
4. **WELL HOOK-UP:** Mr. Gerardy discussed with the Council which generator would be best suited for a well site, however at this time, not enough information is gathered to make a determination.
5. **LIQUOR STORE TOPICS**
 1. **COUNTER:** Mr. Gerardy reviewed the 3 quotes received. There were as follows: Stemper Construction: \$7,420; Augedahl Construction: \$4,678 (for rebuild) and \$5,210 (for new counter) and John Esch Construction: \$3,906.58. Following discussion, the Council agreed by general consensus to table the issue until they can visit the Liquor Store to see what needs to be done and return to a future meeting for a decision.
 2. **GUTTER:** Mr. Gerardy presented an estimate in the amount of \$240 received from Minnesota Seamless Gutters, for installation of a gutter on the front of the building. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Vick, to approve the estimate of \$240 for installation of a gutter at the Liquor Store. All members voted in favor and the motion was declared carried.
 3. **ALARM SYSTEM:** Mr. Gerardy explained he had talked to Ace Communications in regards to an alarm system. The representative stated he would be able to install an alarm system and would get back to Mr. Gerardy with more information on one in a few weeks. Mr. Gerardy will report back with more information at a future meeting.

G. COMMUNICATIONS

1. LMC Friday Fax, 2-16-07.
2. Tri-County Electric Cooperative Meeting
3. LMC Friday Fax, 2-23-07 (distributed at the meeting)

OLD BUSINESS

A. BUSINESS APPRECIATION NIGHT: Clerk Nelson informed the Council that the Business Appreciation Night has been tentatively re-scheduled for March 15, 2007. Upon discussion, the council asked if the night could be moved because there were some conflicts with the date. Clerk Nelson said he would speak to Joyce Iverson, Economic Development Authority, about changing the date.

NEW BUSINESS

A. RECREATION PROGRAM INTERIM MANAGER: Mayor Morey reported that the Recreation Committee suggests the hire of Angie Ideker as Interim Manager. Following discussion, a motion was made by Mayor Morey, seconded by Member Klug, to offer the position of Interim Manager to Angie Ideker at a wage of \$10 per hour. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. JOB DESCRIPTION: Enclosed with the Agenda were job descriptions for the Chief, 1st and 2nd Assistant Chiefs and Safety Officer.

B. DUAL FUEL CREDIT: Enclosed with the Agenda was a notice from Tri-County Electric showing a credit of \$571.98 which will be applied to the next monthly bill based upon the kilowatt hours of usage for dual fuel or energy controlled appliances.

C. PENSION TRAINING: Enclosed with the Agenda was information on a Pension Division Training scheduled for Fire Relief Association officers and others to be held in Rochester on Thursday, March 15.

D. RURAL FIRE DISTRICT: Clerk Nelson informed the Council that the Rural Fire District made payment in the amount of \$43,808.30 as their cost share for the 2006 fire department expenses.

E. 2007 ELECTRICAL SYSTEM IMPROVEMENT: Enclosed with the Agenda was a list of materials and equipment needed for the proposed 2007 Electrical System Improvement.

F. EMPLOYEE TIME RECORD: Distributed at the meeting was the Employee Time Record for pay period February 12-25, 2007.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Vick. All members voted in favor, the motion was declared carried and the meeting then adjourned at 9:36 p.m. The next Regular Meeting of the City Council is scheduled for 7:00 p.m., Monday, March 12, 2007, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk – Administrator