

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, February 28, 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: Robert Lemke, Tom Murphy, Randi Vick and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely, Administrative Coordinator Mike Gerardy, Accountant Stephanie Mann, Police Chief Kurt Zehnder, and Police Sergeant Jim Stemper. Visitors present: Argus Reporter Charlie Warner and Matt Blocker.

AGENDA APPROVAL. The following items were added to the agenda for discussion: Police Timesheet Discussion and Park Shelter Request. A motion was made by Member Lemke, seconded by Member Fisch to approve the agenda with the addition of the above-mentioned items. All those present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS. A motion was made by Member Fisch, seconded by Member Murphy to approve the Regular City Council Minutes of February 14, 2011. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS.

A. PUBLIC HEARING: ZONING MATTER. A public hearing was held to consider a zoning application submitted by Greg Skauge with Richard's Sanitation, 162 Bissen Street, to construct a 16'x47' and a 80'x84' building for storage and a truck garage. The total square footage of the building will be 7,488 square feet. Administrative Coordinator Gerardy shared that the zoning application requires a 17'6" setback variance on the front property line and a 6' setback variance on the rear property line. Hearing no comments or concerns from the public, a motion was made by Mayor Burns, seconded by Member Lemke to approve a 17'6" variance on the front property line and a 6' setback variance on the rear property line. All members present voted in favor and the motion was declared carried.

B. POLICE SCHEDULE/TIME SHEET DISCUSSION. Police Chief Zehnder and Sergeant Stemper were present to discuss the police department schedule and address the Council's concerns regarding compounding, pyramiding or counting twice of the same hours worked when calculating compensation. Zehnder and Stemper began by discussing various scheduling options. City Clerk/Administrator Feely requested that the proposed schedule modifications be put in writing so as to ensure that everyone is on the same page. Stemper replied that he would put some examples in writing and submit for Council's review at the upcoming meeting. Mayor Burns then addressed the concerns with how the police department is calculating compensation. Stemper stated that a few years ago this same issue came up when Mayor Morey was on the City Council and that an opinion was issued from the Bureau of Mediation Services (BMS) saying that the police department was calculating compensation correctly. Stemper went on to note that he could not locate the opinion from the BMS but that he planned to call them. Feely inquired as to whether a representative from both parties should participate in the phonecall to the BMS. Member Fisch stated that he thought it would be beneficial to have Feely present when the phonecall is made to the BMS so as to ensure that both sides of the issue are fairly presented. Member Vick stated that she contacted Mike Morey about this issue and that he has no recollection of the BMS issuing an opinion on the matter. No action was taken as the consensus of the Council was for both parties to gather more information and discuss again at the upcoming meeting.

C. CITY ACCOUNTANT TOPICS.

1. CASH AND INVESTMENT REPORT. City Accountant Stephanie Mann was in attendance to report that as of January 31, 2011, the total cash balance was \$637,716.85 and the total investment balance was \$2,832,900.00. Member Fisch inquired as to whether it would be possible to include loan payoff dates on the spreadsheet. Mann replied that it would not be a problem to include this information. Discussion ensued.

2. BUDGET WORKSHEET. City Accountant Mann reviewed the budget worksheet which showed the line item detail for revenues and expenditures through January 31, 2011. Member Vick inquired as to how much money was budgeted for fuel and if there would be enough to last the year given the recent rise in fuel costs. Mann wrapped up her report by noting that the pre-audit numbers will be ready by March. Discussion ensued.

D. ADMINISTRATIVE COORDINATOR TOPICS.

1. LIQUOR STORE CAMERA SYSTEM. Administrative Coordinator Mike Gerardy shared that the camera system at the Liquor Store is up and running. Gerardy noted that the cameras work in the dark as a test was run. Gerardy went on to note that a monitor is needed in the office and on the front counter. According to Gerardy, Liquor Store Manager Patty Gavin would like an additional camera installed in the area by the walk-in coolers. Discussion ensued.

2. RECAP OF MEETING WITH SCHOOL OFFICIALS. Administrative Coordinator Gerardy shared that he attended a meeting with City Clerk/Administrator Feely and Caledonia Schools Superintendent Bruce Thomas and Caledonia Middle School/High School Principal Paul DeMorett regarding exploring ways in which the City and School can work together to cost-share services. Of the ideas tossed around, snow removal at the school was discussed. Mayor Burns shared that he spoke with Thomas about extending Warrior Drive as a turn lane can't be put in until the road is in place.

F. COMMUNICATIONS.

1. LETTER FROM MEDIACOM. A letter was received from Mediacom regarding service transfer fees.

OLD BUSINESS.

A. 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. Feely reported that after checking with Wiebke Fur and Monsoor's, the City could expect to receive approximately \$150 from either gun vendor for such a revolver. Discussion ensued. Mayor Burns stated that given Bubbers' many years of quality service to the City, he would be in favor of selling the gun to Bubbers at a cost of \$100. Chief Zehnder stated that the Police Association will likely buy the gun and give it to Bubbers as a retirement gift. A motion was made by Mayor Burns, seconded by Member Vick to sell the revolver to the Caledonia Police Association at a cost of \$100. All members present voted in favor and the motion was declared carried.

B. FOLLOW-UP TO AMERICAN LEGION REQUEST. City Clerk/Administrator Feely reported that a request was made at the February 14 meeting by Caledonia American Legion Post Commander Dave Klinski to obtain the City's permission to hold a Single Shot Air Rifle League in the City Auditorium basement. The consensus of the Council at that time was for Feely to contact City Insurance Agent Tom Danielson to inquire as to liability concerns. Feely reported that according to Danielson, the City is advised to do the following: (1) Require the American Legion to provide proof of liability insurance of at least \$1,000,000; (2) Name the City as an

additional insured; and (3) By written agreement, require the American Legion to defend and indemnify the City for any claims against the City resulting from the American Legion's activities. Feely went on to note that per her recent conversation with Klinski, the American Legion is having difficulty obtaining liability insurance from their current insurance provider for such an activity and that they are in the process of looking into acquiring specialty insurance. Depending upon the cost associated with obtaining the necessary insurance, the Single Shot Air Rifle League may not move forward. Discussion ensued. No action was taken.

NEW BUSINESS.

A. WASTEWATER TRAINING REQUEST. City Clerk/Administrator Feely shared that a request was received from Wastewater Supervisor Tony Klug to attend the annual Minnesota Pollution Control Agency (MPCA) conference to be held March 23-25 at the Northland Inn located in Brooklyn Park, Minnesota. A motion was made by Member Fisch, seconded by Mayor Burns, to authorize Wastewater Supervisor Tony Klug to attend the annual MPCA conference that will be held in Brooklyn Park on March 23-25. All members present voted in favor and the motion was declared carried.

B. COMPETITIVE BIDDING DOCUMENTS FOR FIRE DEPARTMENT SELF CONTAINED BREATHING APPARATUS. City Clerk/Administrator Feely shared that the Caledonia Fire Department was recently awarded a FY 2010 Assistance to Firefighters Grant (AFG) in the amount of \$126,146 for the purpose of acquiring RIT air packs. Feely went on to note that AFG policy requires grant recipients to obtain two (2) bids versus relying solely on the State Bid Contract. AFG allows grantees to use the Cooperative Purchasing Vendor Program (CPV Program) so long as the grant recipient obtains an additional bid. It was noted that due to the fact that the air packs available through the State Bid Contract do not meet what Caledonia is looking for and the fact that the purchase of the RIT air packs equipment exceeds \$100,000, the uniform municipal contracting law (competitive-bidding law) applies. It was further noted that attached with the agenda were specifications which were obtained from Fire Chief Chuck Gavin and Assistant Fire Chief Matt Hoscheit. Feely stated that she shared with Gavin and Hoscheit that the specs are to be drawn so as to attract as many bidders as possible while treating them all fairly and avoiding drawing them in a way that would exclude all but one type or kind of equipment. The following time-line and process was discussed: bid advertisement to be published in the March 2 edition of the Caledonia Argus; bid advertisement to be posted on the League of Minnesota Cities website for the duration of March 2 through March 22; bid advertisement posted on the City of Caledonia website for the duration of March 2 through March 22; deadline to submit bids is Tuesday, March 22 at 11:00 a.m.; sealed bids to be publicly opened at 11:00 a.m. on March 22 in Council Chambers with City Clerk, Fire Chief, Assistant Fire Chief, and 1-2 Council representatives; and lowest responsible bid to be presented to the City Council at their March 28 meeting. Discussion ensued. Mayor Burns stated that he would like to see the bid advertisement published in a fire magazine or on a fire website. A motion was made by Mayor Burns, seconded by Member Fisch to approve the competitive bidding documents so long as a warranty is included in addition to language providing the City with discretion to adjust quantities. All members present voted in favor and the motion was declared carried.

C. UTILITY BILLING-CERTIFICATION TO TAXES MODULE. City Clerk/Administrator Feely shared that attached with the agenda was a proposal from Banyon Data Systems, Inc. for the purpose of a Certification to Taxes Module for the City's utility billing system in conjunction with the certification of delinquent utility charges to be collected with property taxes. It was noted that the cost of the module is \$422.16. A motion was made by Member Vick, seconded by Mayor Burns to authorize the purchase of the Certification to Taxes

Module for the City's utility billing system. All members present voted in favor and the motion was declared carried.

CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Enclosed with the agenda was the Employee Time Record for Feb.7, 2011-Feb. 20, 2011.

B. RECAP OF POOL STEERING COMMITTEE MEETING. City Clerk/Administrator Feely, Mayor Burns, and Member Fisch provided a recap of the Pool Steering Committee meeting held on February 23. Feely noted that there will be a community meeting will be held on May 4 at 7:00 p.m. at the swimming pool.

C. RECAP OF MEETING WITH SCHOOL DISTRICT OFFICIALS. City Clerk/Administrator Feely noted that a recap was provided of the meeting during Administrative Coordinator Gerardy's report.

D. RECAP OF COMPASS NOW 2011 Meeting. City Clerk/Administrator Feely shared that she attended the COMPASS NOW 2011 meeting held on February 24. Feely shared that participants divided into focus groups and then were brought together at the end of the meeting to rank the most important issues to be addressed. A report will be generated in the near future and sent to all participating agencies.

E. RECAP OF MEETING WITH HOUSTON COUNTY EDA STAFF. City Clerk/Administrator Feely shared that she attended a meeting on February 18 with EDA board members Mike Werner and Member Murphy to visit with Houston County EDA staff Jordan Wilms and Casey Bradley. Feely explained that the purpose of the meeting was to explore ways in which the City and County might be able to collaborate so as to eliminate the duplication of EDA services. It was noted that if, for some reason, the City is no longer able or interested in contracting with SEMDC for EDA services, it was suggested by the County EDA staff that the City Clerk/Administrator handle the EDA work and utilize Wilms as a resource as this is how it is handled in our surrounding communities.

MISCELLANEOUS ITEMS.

A. BULK WATER HOOK-UP FEE. Mayor Burns stated that he would like to discuss possibly implementing a hook-up fee for bulk water. Discussion ensued. The consensus was to discuss at the upcoming meeting.

B. MUSIC IN THE PARK. Member Vick requested that a motion be made authorizing the Mayor to sign contracts for Music in the Park. A motion was made by Member Fisch, seconded by Member Vick authorizing the Mayor to sign Music in the Park contracts. All members present voted in favor and the motion was declared carried.

ADJOURNMENT. A motion was made by Member Vick, seconded by Member Fisch to adjourn the meeting at 9:00 p.m. 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, March 14, 2011 at 6:00 p.m. in the Council Room, City Hall.

Robert H. Burns, Mayor

Jennifer Feely, City Clerk/Administrator