REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, March 12, 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 (7:04 p.m.), Gary Klug and Robert Standish. Members absent: None. Consultants and City staff present: Chuck Gavin, Matt Hoscheit and Michael Gerardy. Visitors present: Jeff Feine and Jane Palen, Reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Klug, seconded by Member Fisch, 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 26 and Special Meeting held Monday, March 5, 2007, as presented.

B. LMC SAFETY & LOSS CONTROL WORKSHOP: To authorize Mike Gerardy, Tony Klug and Randy Shefelbine to attend the League of Minnesota Cities Safety & Loss Control Workshops on April 5th in Rochester for a registration fee of $20 each, plus reimbursement of mileage and other allowable expenses.

C. MACA SPRING CONFERENCE 2007: To authorize Mike Gavin, Animal Control Officer, to attend the Minnesota Animal Control Association Spring Conference on April 10-11, in Hinckley, MN for a registration fee of $100 and additional expenses of hotel, meals, mileage and other allowable expenses.

D. OFF SALE BEER LICENSE: To approve Off Sale Beer License Applications for the following businesses: Quillins IGA, Kwik Trip, Good Times Restaurant and Bar, Sonny & Bev's, Kraus Oil, The Ranch and Alco.

VISITORS AND COMMUNICATIONS

A. ZONING APPLICATION – JEFF FEINE: At this time Jeff Feine, 202 East Madison Street, went over his Zoning Application, proposing to construct a 14' x 22' addition on the north side of the existing garage for a total garage size of 572 sq ft., the proposed addition will be approximately 2' from the east (side) property line, therefore requiring an 8' setback variance. Following brief discussion, a motion was made by Member Klug, seconded by Member Standish, to approve the Zoning Application and grant the 8' setback variance on the east (side) property line.

B. ADMINISTRATIVE COORDINATOR

1. POLICY FOR SNOW REMOVAL: Mike Gerardy, Administrative Coordinator, briefly discussed the situation with the police officers during the last snow storm. Mr. Gerardy stated he has spoken with Chief Shefelbine and informed him that when a severe snow storm develops, the police officers may go to the Street Department and use the 4 x 4 pick-up truck during the night hours when the crews are not out plowing. He stated this agreement was made with the prior Chief of Police and Chief Shefelbine was not aware of such agreement. Further, he explained that if a medical or fire emergency would develop, the street department could be called to assist in plowing the streets for emergency situations as needed.

2. UTILITY TRACTOR BIDS: At this time the Utility Tractor Bids were opened. There were as follows:

Caledonia Implement	
- no trade	$28,991.00
- with trade	$20,491.00
Green Power Equipment	
- no trade	$26,178.77
- with trade	$16,638.50

Following discussion, the Council agreed by general consensus to table this issue until the next meeting so there is more time to look over the quotes to make sure all requested information is included in the quoted price.

3. 1994 ELECTRIC DEPARTMENT TRUCK REPAIR: Mr. Gerardy discussed with the Council the options of fixing the current 1994 Electric Department truck. Following discussion, it was determined the truck should not be repaired and in the mean time the City should begin looking for a possible replacement ½ ton truck that can be used on the current utility body. The ½ truck would be used as a back-up truck in case the current truck would quit running and also for future use by the Electric Department staff.

4. GAS BURNER COMMITTEE: Mr. Gerardy reminded the Gas Burner Committee (Standish & Klug) that they should meet to discuss this issue before the next Council Meeting, which is scheduled for March 26, 2007.

E. COMMUNICATIONS
1. Historic Bluff Country News, March 2007
2. LMC Friday Fax, 3-2-07
3. The Wheel, March 2007
4. Waterline, Spring 2007
5. Friday Fax, 3-9-07 (Distributed at the Meeting)

CLAIMS
A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Standish, seconded by Member Klug, to approve the Prepaid Claims list for February 2007. All members voted in favor and the motion was declared carried.

Bank of the West	Federal/FICA/Medicare	7,092.46
Better Homes & Garden	Library Book	29.91
Caledonia True Value	Step Ladder/Ladder/Miscellaneous	690.87
E O Johnson Company	Maintenance Agreement – Copier	139.39
Northern Beverage Distribution	Beer	315.15
Schott Distributing Co, Inc.	Beer	338.10
Windfall	Library Books	179.29
Caledonia Oil Company	Unleaded Fuel	1,048.50
EIR Testing & Maintenance	Substation – Parts/Labor	3,075.46
Ellingson Motors	25 Car Wash Tickets	100.00
Midwest Wireless Comm.	Mobile Unit	130.34
Municipal Economic Dev.	TIF Management Services	1,486.83
US Postal Service	Postage Stamps	224.00
Baker & Taylor Books	Library Books	233.49
Jack Neumann Trucking	Freight Expense	84.50
Johnson Brothers Liquor Co.	Liquor / Wine	2,682.81
Johnson, Allan	2007 Uniform Allowance	118.19
Northern Beverage Distribution	Beer	688.65
Bonanza Grain, Inc.	Crushed Rock – Water Main Break	139.41
DICA	Fire Truck – Tower 50	1,091.38
Kemske/Oswald Co	Receipt Books	270.34
Schott Distributing Co, Inc.	Beer	1,149.55
Schulze Plumbing & Heating	Special Assessment – Wagner	8,205.61
Caledonia Rotary Club	City Membership	170.00
Certified Pool Trainers	Registration Fee – Klug	215.00
Bank of the West	Federal/Fica/Medicare	8,331.35
Blocker, Matt	Mileage Reimbursement	34.71
Caledonia Oil Company	Diesel	1,045.00
City of Caledonia	Employee Share Health Insurance	933.53
City of Caledonia Emp. Assn.	Association Dues	80.00
Commissioner of Revenue	State Withholding	1,547.16
G & F Distributing	Beer	24.40
Gavin, Mike	Animal Control	75.00
Griggs, Cooper & Co	Liquor / Wine	2,054.80
Houston County Treasurer	Collection Site	3,310.00
Jack Neumann Trucking	Liquor – Freight Expense	81.00
Jilek, Brad	Storage Rental Agreement	220.00
Minnesota NCPERS Life Ins.	NCPERS	64.00
MN Benefit Association	MBA payday 2-27-07	165.88
MN Department of Revenue	Sales/Use Tax	12,730.00
MN Municipal Utilities Assn.	Registration Fee – Blocker	175.00
MN Pollution Control Agency	Registration Fee – Klug	270.00

Northeast Iowa Comm. College	Registration Fee – Morey	169.00
Orchard Trust Co, LLC	TSA	1,445.00
Phillips Wine & Spirits Co.	Liquor / Wine	1,260.14
Public Emp. Retirement Assn.	PERA	5,524.43
Richard's Sanitation	Recycling Collections	5,769.50
Schroeder, Tim	Mileage Reimbursement	34.71
SE Minnesota EMS	Registration Fee – Schwirtz	150.00
Speltz, Nathan	Mileage Reimbursement	34.71
US Postal Service	Utility Billing	302.97
Ziebell's Hiawatha Foods, Inc.	Liquor Mix	126.59
Ace Link Telecommunications	Communication Expense	972.76
Arch Wireless	Mobile Unit	61.53
Bank of the West	Federal/Fica/Medicare	1,022.50
Buttell's Lighting	Bulbs	143.46
Commissioner of Revenue	State Withholding	145.56
Ken's Small Engine	Equipment Parts	81.91
Kraus Oil Inc.	Unleaded	948.00
Midland Telecom Inc.	Pagers	1,542.00
Mower County Recorder	Filing Fee	80.00
Northern Beverage Distribution	Beer	909.20
Principal Life	Life/Ad&d/Std	604.02
Public Emp. Retirement Assn.	PERA	464.50
Schott Distributing Co, Inc.	Beer	2,396.40
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	243.00
Tri-County Electric Co-op	Green Acres Lighting	85.31
United Parcel Service	Ups Fee	81.15
VISA	Miscellaneous Items	1,393.78
Ranzenberger, Dorothy	Reimbursement Envelopes	12.07
Uniform Unlimited	PD Uniforms	414.64
Jack Neumann Trucking	Liquor – Freight Expense	60.00
Johnson Brothers Liquor Co.	Liquor / Wine	2,942.03
Blue Cross Blue Shield of MN	Health Insurance	23,127.00
Merchants Bank	ACE Fee	20.22
Northern Beverage Distribution	Beer	1,025.15
Schott Distributing Co, Inc.	Beer	4,322.20
Spring Grove Soda Pop, Inc.	Beer	181.50
		$ 119,137.96

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Vick to approve and authorize payment of the Claims Payable List for February 2007. All members voted in favor and the motion was declared carried.

Abdo Publishing Company	Library Books	1,200.15
Affordable Technology	Technical Support	1,161.20
Airgas North Central	Oxygen/Acetylene	99.57
Alco Discount Store	2 Snow Shovels	25.98
Artic Glacier Inc.	Ice	48.70
Baker & Taylor Books	Library Books	684.09
Bank of the West	Federal/Fica/Medicare	7,297.00
Caledonia Drugs	Gloves	6.97
Caledonia Implement Co.	Parts, Bulk Steel	194.34
Caledonia Lumber Co, Inc.	Weather Strip/Insulation	14.41
Caledonia Oil Company	Diesel & Parts	1,236.45
Caledonia Police Association	PD Association Dues	110.00
Caledonia Ready Mix, Inc.	Snow Removal	56.25
Carquest Auto Parts	Miscellaneous Parts	388.55
Chemsearch	Floor Cleaner	121.44
City of Caledonia	Employee Share Health Insurance	759.53
Clarey's Safety Equipment	Equipment – Fire Department	3,297.88
Clear View Design	Lettering – Ambulance	193.90
Commissioner of Revenue	State Withholding	1,297.07
Communications Service Inc.	2 Pagers Cases	21.30
Crystal Canyon Inc.	Cooler Rent	28.28
Curt & Candy's Hardware	Miscellaneous Items	303.86
Davy Engineering	Plan/Zone	599.44
Davy Laboratories	Lab Analysis	1,691.02

Don Rogich	Diseased Tree Removal	400.00
ECM Publishers	Advertisements	529.51
Esch Builders	New Shop – Gas Line	114.39
First Supply	Hydrant Markers & Main Repair	392.39
Goetzinger Earth Moving, Inc.	Snow Removal	780.00
Gopher State One-Call	2 Location Notifications	2.90
Green Power Equipment	Generator Parts	348.08
Hawkins, Inc.	Chemicals	903.82
Hoskins Electric Company	Connect Well #6	66.34
Jack Neumann Trucking	Freight Expense	35.00
League of MN Cities	Registration Fee	60.00
Mayville Repair	Generator Repairs	1,213.32
Metro Sales, Inc.	Copier Agreement	61.02
Midwest Tape	Library DVD(s)	207.81
Minnesota Animal Control	Registration Fee – Gavin	100.00
Minnesota Dept Of Commerce	4th quarter	5.06
Minnesota Dept. of Health	Water Service Connection fee	1,809.00
Minnesota Energy Resources	Natural Gas	10,288.38
Mississippi Welders Supply Co.	Oxygen	9.24
Orchard Trust Co, LLC	TSA	1,495.00
Penworthy Company	Library Books	40.35
Phillips Wine & Spirits	Liquor / Wine	1,566.96
PowerPlus Engineering	Engineering Expense	6,486.79
Printy Quik	Printing Caledonia Brochures	148.57
Public Emp. Retirement Assn.	PERA	4,986.40
Reliance Business Forms, LLC	Laser Checks	1,155.44
Richard's Sanitation	Refuse Disposal	196.56
Rippe, Hammell & Murphy	General Matters	3,389.50
Road Rescue Emergency Veh.	Floor Mats	136.07
Schilling Supply Company	Bags, Cups & Towels	304.01
Schulze Plumbing & Heating	Water Main Break	1,328.80
SE Libraries Cooperating	Barcodes & Auto Fees	457.51
Stemper Construction LLC	Keyless Lock for Brad's Electric	462.46
Storey Kenworthy	Copy Holder	19.14
Synergy Graphics	Zoning Permit Books	56.85
Tri-County Electric Co-op	Electric Energy	153,405.42
United Auto Supply, Inc.	Filter / Hose	89.13
Vacuum Sales & Service	Vacuum Parts	26.98
Weichert Motors	Truck 144 Repairs	56.39
Zep Manufacturing Company	Street Equipment – Grease	69.80
Ziebell's Hiawatha Foods, Inc.	Liquor Store – Wine	23.22
		$ 214,064.99

OLD BUSINESS

A. FIRE DEPARTMENT WAGES: At this time the Council reviewed the Rural Fire Districts Annual Report. The Rural Fire District stated they were in favor of raising the salary of the Fire Chief, 1st and 2nd Assistant Chiefs, Equipment Custodian and the fireman's hourly wage. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to approve the recommended salary increases presented by the Rural Fire District. All members voted in favor and the motion was declared carried. The salary increases are as follows:

1. A salary increase of $400 each for the 1st and 2nd Assistant Chiefs for a total of $1,600 each per year.
2. To raise one Equipment Custodian's salary by $200 for a total of $500 per year.
3. To raise the Fire Chiefs salary by $300 for a total of $3,000 per year.
4. To increase the fireman's hourly rate by $2.00 per hour for a total of $12.00 per hour.
5. All salary items effective in 2007.

B. OTHER FIRE DEPARTMENT ISSUES: Fire Chief Chuck Gavin and Firefighter Matt Hoscheit presented an estimate for repairs on the 30kw generator. The Council tabled the issue until the next meeting. Chief Gavin also asked the Council when money could be budgeted for a new water truck. The Council stated that money could start to be budgeted in 2008 and that so much would be set aside each year until enough money was in the account to purchase a new truck.

C. CALEDONIA BUSINESS APPRECIATION: Mention was made that the Business Appreciation had been re-scheduled for Monday, April 2, at the Four Seasons Community Center.

D. LOGAN VS CALEDONIA: Enclosed with the Agenda was a copy of the Agreement between Police Officer James Logan and the City of Caledonia. Per the agreement the City agreed to pay Officer Logan $3,437.16 for back wages as a canine officer. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Klug, to approve the agreement. All members voted in favor and the motion was declared carried.

E. WHOLESALE POWER MEMBER DINNER AND DISCUSSION: Tri-County Electric is hosting a "Dinner and Discussion" night at the Ferndale Country Club on Thursday, March 29. Mayor Morey, Member Fisch, Member Vick and Administrative Coordinator Mike Gerardy will represent the City at the meeting.

NEW BUSINESS

A. LEAVE OF ABSENCE: Mayor Morey stated he had visited with Clerk Bob Nelson, who will is on a leave of absence, on Monday, March 12. He stated Clerk Nelson will be out of the office for several weeks. It was discussed that his duties should be split up between office personnel and that they should refer to the Council Committee if direction was needed on city matters.

B. EMPLOYMENT EVALUATIONS: Mayor Morey explained the purpose of implementing employee evaluations and thought it would be good for both employees and council members, especially for documentation proposes. He stated the Council Committee and Employees should review their respective job descriptions that were made up several years ago by an outside firm prior to filling out the employee evaluations. Full Time Employees and Department Heads would do their own evaluations and the Council could do one on each employee. The estimated target date for implementation is May. Following discussion, a motion was made by Mayor Morey, seconded by Member Fisch, to implement employee evaluations for all full time employees and department heads. All members voted in favor and the motion was declared carried.

C. LICENSES: Soft Drink, Bowling Lanes and Pool Table Licenses are due for renewal on April 1, 2007. The cost for Soft Drink License is $5 per license; a Bowling Lanes License is $25 and Pool Table Licenses are $5.00 per table. Discussion consisted on whether the fees should be raised or if the licenses should stop being issued. Following discussion, a motion was made by Member Standish, seconded by Mayor Morey, to not raise the rates of the before mentioned licenses this year, but to review this item again in December 2007. All members voted in favor and the motion was declared carried.

D. SOFT DRINK, BOWLING LANES & POOL TABLE LICENSES: A motion was made by Member Standish, seconded by Mayor Morey, to approve the Soft Drink, Bowling Lanes and Pool Table License Applications. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. POLICE DEPARTMENT: Enclosed with the Agenda was the Officer Activity List and Officer Activity Summary Reports for February 2007.

B. AMBULANCE TIME RECORDS: Enclosed with the Agenda were the Ambulance Attendants Time Records for February 2007.

C. PLANNED POWER OUTAGE: The planned power outage has been rescheduled for Friday, March 16, 2007.

D. LMC LEGISLATIVE CONFERENCE: Enclosed with the Agenda was a notice of the League of Minnesota Cities Legislative Conference to be held March 28 – 29 in St. Paul, MN. No Council Members were interested in attending.

E. MINNESOTA SUSTAINABLE TOURISM CONFERENCE: Enclosed with the Agenda was a notice of the Minnesota Sustainable Tourism Conference to be held April 25-26 in Chaska, MN, for a registration fee of $95 per person.

F. MINNESOTA RURAL WATER ASSOCIATION WORKSHOP: Distributed at the meeting was a notice of a workshop being hosted by Minnesota Rural Water Association on Water and Sewer User Charge Analysis.

MISCELLANEOUS ITEMS

A. LIQUOR STORE COUNTER: It was stated that new estimates should be obtained for the liquor store counter. The estimates should be for the counter top, two exits and the 2 outside display cases. Mr. Gerardy will redo the specification sheet.

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 was adjourned at 8:59 p.m. The next Regular Meeting is scheduled for Monday, March 26, 2007, in the Council Room, City Hall.

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Michael J. Morey, Mayor

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Joyce A. Guillaume
Deputy Clerk