

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, March 22, 2010

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, Peggy Perry Robert Lemke and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy and Stephanie Mann. Visitors present: Tony Jones, Susan Bauer, Steve Reiman and Charlie Warner, Reporter.

AGENDA APPROVAL: Many items were suggested to be added to the Agenda, they were as follows: Richard's Sanitation Contract, Water/Waste Water Operator Job Description, Ambulance Committee Report, Liquor Store items, delinquent utility bills & how to deal with them, Committee Report from Park & Recreation, Houston County Criminal Justice Center, Safety & Loss Control Workshop, tour of the Caledonia Mall, and a training wage for Mike Gerardy. A motion was made by Mayor Burns, seconded by Member Vick, to add the above mentioned topics to the Agenda.

CONSENT AGENDA: A motion was made by Mayor Burns, seconded by Member Murphy to approve the Consent Agenda items, listed below. Members voting in favor: Burns, Vick, Lemke and Murphy. Opposed: None. Abstaining: Perry. The motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, March 8, 2010, as presented.

B. EXEMPT PERMIT: To approve an Application for Exempt Permit, submitted by Caledonia Lions Club, for an event to be held on May 4, 2010, at Good Times, 118 Bissen Street, the event will include raffles; furthermore, to waive the 30 day waiting period.

C. EXEMPT PERMIT: To approve an Application for Exempt Permit, submitted by Caledonia Founders, Inc., for an event to be held June 18th and 19th at the Houston County Fairgrounds, the event will include tipboards, bingo and a raffle drawing; furthermore, to waive the 30 day waiting period.

D. LICENSES: To approve the licenses for Bowling Alley, 3.2% Off Sale Beer and Soft Drinks.

VISITORS AND COMMUNICATIONS

A. ROTARY CLUB & CALEDONIA COMMUNITY CELEBRATIONS (CCC): Susan Bauer and Tony Jones, representatives of the Caledonia Community Celebrations and Steve Reiman, President of the Rotary Club were present to request temporary on sale full intoxicating alcohol license for the annual founder's day event to be held June 18th, 19th and 20th at the Houston County Fairgrounds. Ms. Bauer and Mr. Jones proceeded to explain the types of events that would be held: motocross, lawnmower racing, kickball tournament and musical entertainment. They explained they wished to have two separate areas were they would like to sell the strong intoxicating liquor. One location would be the beer tent and then they would have a site close to the kickball tournament grounds as well. She stated they would be checking ID's and placing wrist bands on all persons 21 years of age and older. She further stated they would have security on hand to deal with minor violations. Mr. Reiman indicated the Rotary would like to have a Microbrew Fest in one of the buildings at the Fairgrounds to be part of the Caledonia Community Celebration in 2010 and that they would use the same technique of wrist bands for persons participating. After much discussion by the council, it was decided that the \$10 fee for the 3.2 license would be the same for this type of application. A motion was made by Mayor Burns, seconded by Member Perry, to grant the Caledonia Community Celebrations a temporary on sale full intoxicating alcohol license for the fee of \$10 on a one time trail basis and also to grant the same license, with the same condition, to the Rotary Club for a fee of \$10. All members voted in favor and the motion was declared carried.

B. CITY ACCOUNTANT: Stephanie Mann, City Accountant reviewed the Cash and Investments sheet with the Council; reporting that as of February 28, 2010, cash balance was \$530,563.76 and total investments were \$2,798,900. Ms. Mann then reviewed the budget worksheet briefly and responded to questions about the general fund and enterprise funds. Mayor Burns then reviewed the detail of the ambulance department 2009 budget sheet prepared by Ms. Mann. The Mayor, Mike Tornstrom and Ms. Mann were present at the Ambulance Annual Meeting with the Townships on March 15, 2010. Kermit McRae, Caledonia Township, would

like to see a change in the City's net contribution calculation. Kermit and some of the other townships feel the City should contribute the \$7.50 per capita in full and not net contribution with the other revenues. The townships believe that we all benefit from the training that the ambulance department provides to businesses, schools, fire departments, etc. that falls in the other revenue category. After brief discussion, it was decided that the City would pay the full \$7.50 per capita and not net the other revenue with the City contribution. Following discussion, a motion was made by Member Vick, seconded by Mayor Burns, to change the estimated net income from \$35,736.56 to \$40,872.41 for December 2009. All members voted in favor and the motion was declared carried.

C. COMMUNICATIONS

1. Chamber of Commerce Board Minutes.

OLD BUSINESS

A. SOLAR POWERED SIREN: At the last regular council meeting the Council voted to receive a solar powered emergency siren from Houston County Emergency Management. Presented at this time was a Memorandum of Understanding from Houston County, the memorandum explains different specifications of the agreement, such as height of the siren. Following discussion, the Council agreed by general consensus to have the Mayor sign the Memorandum of Understanding on behalf of the City of Caledonia. The memorandum will be returned to Houston County for their signature.

B. THE BRIMEYER GROUP: The council reviewed the invoices presented by The Brimeyer Group. During review of the bills questioned were raised on the mileage rate as well if the total of all bills exceeded the initial estimated amount given to the City by The Brimeyer Group. Interim Clerk Gerardy was to look into those matters and return to the next meeting. Following that discussion, a motion was made by Mayor Burns, seconded by Member Perry, to authorize payment of the invoices, if they did not exceed the initial estimated amount. All members voted in favor and the motion was declared carried.

NEW BUSINESS

A. RENEWAL OF TRADEMARK: To renew the Wild Turkey Capital of Minnesota Trademark for \$25 for a period of ten years. After brief discussion, a motion was made by Mayor Burns, seconded by Member Perry, to renew the trademark. All members voted in favor and the motion was declared carried.

B. DESIGN-AN-AD CONTEST: Interim Clerk Gerardy informed the Council that the Clerk's Office had been contacted by The Caledonia Argus and presented them with two drawings done by elementary school children for publication. He explained that the total cost for the City to sponsor the drawings would be \$80 and that \$10 of that would be given to the elementary school. After brief discussion, taking into consideration the amount budgeted for advertising, a motion was made by Mayor Burns, seconded by Member Perry, to approve sponsoring the two drawings. All members voted in favor and the motion was declared carried.

C. SWIMMING POOL: Interim Clerk Gerardy presented the Council with information he received from Pool Manager Katie Ranzenberger. The council reviewed the information which included proposed changes to lessons, fees and the like. After discussion, the Council decided that the council committee would meet with Ms. Ranzenberger and report back to the full council.

D. PARK AND RECREATION COMMITTEE: Interim Clerk Gerardy reported that the Park and Rec Committee meeting was held on March 9th. He explained that Director Britney Beneke stated she had put in previous hours to January 2010 that she is requesting to be paid the previous rate of \$18.50 an hour versus the new rate of \$14.50 that was set for the new year of 2010. The Committee requested of the Council to grant 15 hours of pay at the \$18.50 rate and the bulk of the 39.5 hours Britney had turned in to be paid at the \$14.50 an hour rate. Further, the Committee informed the Council that Craig Loeffler had accepted the position of new assistant director and that he and Britney would both be at the rate of \$14.50 an hour and would share the 350 hours for the 2010 season. Following discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to approve paying 15 hours to Ms. Beneke at the rate of \$18.50 and to approve the hire of Craig Loeffler as assistant director. All members voted in favor and the motion was declared carried.

E. RICHARD'S SANITATION CONTRACT: Enclosed with the Agenda was the contract the City hold with Richard's Sanitation. Mayor Burns explained the contract is for renewal this summer. He requested the Council Members to review the contract and return to any future meetings with their ideas and suggestions.

F. WATER / WASTE WATER OPERATOR JOB DESCRIPTION: Being the council is aware that DeWayne Schroeder will be retiring in June, the Council was given a copy of the job description to review and return to any future meetings with suggestions.

G. TRAINING WAGE FOR GERARDY: Discussion was brought forth by Council Members regarding extending Mike Gerardy's current wage an interim Administrator through April 30th as a training wage while he is working with new administrator Jennifer Feely. Following discussion, a motion was made by Mayor Burns, seconded by Member Perry, to leave Mike Gerardy at his current administrator wage through April 30th. All members voted in favor and the motion was declared carried.

H. LOSS CONTROL WORKSHOP: Caledonia Firefighters brought the question whether they would be able to attend the afternoon session of the Safety and Loss Control Workshop in Rochester on April 22nd put on by the League of MN Cities. After brief discussion, a motion was made by Mayor Burns, seconded by Member Vick to authorize firefighters to attend the afternoon session of the Safety and Loss Control Workshop in Rochester on April 22nd. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. UPDATE OF INVOICES: At the last meeting the Council had questions on two invoices at the Police department. One was for a handheld breathalyzer type unit, Interim Clerk Gerardy explained that some of the money they had received from the Safe & Sober Program was used to purchase this item for one of the patrol cars for the cost of \$556.19 and it did not affect their budget. The other bill was from the State of MN and he explained it was a fee we pay to be able to access a website containing private information through the Bureau of Criminal Apprehension.

B. HOUSTON COUNTY DROP-OFF SITES: Interim Clerk Gerardy explained that he spoke with Houston County Environmental Services and was told that years ago when the agreement was made with Houston County for the Drop-Off Sites that the City would not pay for any labor and that Houston County would pay all labor costs. Therefore, the labor is not listed on the spreadsheets prepared by them for the Council review.

C. TOUR OF THE CALEDONIA MALL: Recommendations were made by the EDA Board that City representatives and/or City Officials and EDA Board members to take a tour of the former Caledonia Mall (former elementary school) to see what condition the interior of the building is in. Interim Clerk Gerardy would be the contact person for setting up the tour and suggested people were, Mayor Burns, Fire Chief Gavin, Head Electrician Matt Blocker, EDA Board Member Harley Meiners and Mike Gerardy. After the tour, a report would be given to the full council and EDA Board Members.

D. LIQUOR STORE: Member Murphy reported that Liquor Store Manager Patty Gavin had some suggestions on how to update the inside of the Liquor Store to improve sales of her inventory. It was decided that Council Committee Lemke and Murphy along with Mr. Gerardy would set up a meeting with Mrs. Gavin to discuss the ideas. Member Murphy also reported that he gave some comments on our liquor store to a newspaper regarding the updates to the computer system and the control of the inventory and how he felt the two updates were great assets.

E. EMPLOYEE TIME RECORD: Distributed at the meeting was the Employee Time Record for pay period March 8 – 21, 2010.

MISCELLANEOUS ITEMS:

A. COUNCIL MEMBER PAY: Mayor Burns asked the Council to think about the pay they would like to receive for special meetings.

B. HOUSTON COUNTY JUSTICE CENTER: Mayor Burns reported on the meeting himself, Member Lemke, Chief Kurt Zehnder, Mike Gerardy and Mark Schiltz had with the construction manager from Knutson Services. He stated they talked about the site fence, temporary roads, truck staging sidewalks, street sweeping, parking and the like.

C. DELINQUENT UTILITY BILLS: Mayor Burns talked about the many delinquent utility bills the City has with their residents. He asked Council Members to come up with recommendations to handle the situation and come back to a future council meeting.

D. MAYOR'S STATEMENT: Mayor Burns, on behalf of the City Council, stated that they would like to thank Mr. Gerardy for a job well done with the support of all of the City's excellent staff. His performance was above the expectations of the Council on behalf of the City, we are grateful to Mr. Gerardy.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Perry and seconded by Member Vick. All members voted in favor, the motion was declared carried and the meeting then adjourned at 9:00 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, April 12, 2010, in the Council Room, City Hall.

Robert H. Burns, Mayor

Michael F. Gerardy
Interim City Clerk - Administrator