

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, June 8, 2009

CALL TO ORDER: Following due call and notice thereof, Mayor Burns called the meeting to order at 6:02 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Robert Lemke and Tom Murphy. Members absent: Peggy Perry. Consultants and City staff present: Mike Gerardy and Robert L. Nelson. Visitors present: Charlie Warner, Report.

CONSENT AGENDA: Following brief discussion and review, a motion was made by Member Vick, seconded by Mayor Burns, to approve the Consent Agenda items, listed below. 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 Tuesday, May 26; the Special Meeting held Monday, June 1; and Continued Meeting held Tuesday, June 2, 2009, as presented.

B. ATHLETIC PROGRAM WAGES: To appoint Kevin Ranzenberger as the Assistant Manager for the 2009 summer recreation program and raise his wage by \$.50 per hour in addition to the regular increase of \$.20 per hour in acknowledgement of his new, additional responsibilities.

C. MINNESOTA RURAL WATER ASSOCIATION MEMBERSHIP: To renew an Associate Membership in the Minnesota Rural Water Association for the annual fee of \$210.

D. CHARITABLE GAMBLING: To approve an Application for Exempt Permit, submitted by St. Mary's Parish for an event to take place at St. Mary's Church, 513 South Pine Street, being a raffle with the event to take place October 3, 2009. Further, to waive the waiting period.

VISITORS AND COMMUNICATIONS

A. SENATOR SHARON ERICKSON – ROPES: Clerk Nelson informed the Council that Senator Erickson – Ropes cancelled her appearance with the Council this evening and will plan, instead, to attend the meeting of August 10, 2009.

B. ADMINISTRATIVE COORDINATOR TOPICS

1. ZONING APPLICATION – SCHIEBER: Mr. Gerardy, Zoning Administrator, informed the Council that Joe Schieber is planning to build a new residence on a 5 acre site along C.S.A.H. 12 and Old 44 Road. There are no variances required because of the construction and city staff reviewed Mr. Schieber's plans for digging a well to assure that his well would be at a much shallower depth than the City of Caledonia public well. The concern would be for possible contamination if the wells were in the same aquifer.
2. EMERALD ASH BORER: Mr. Gerardy updated the Council on news about the Emerald Ash Borer and locations it is thought to occupy in Wisconsin and Minnesota. Further, he announced a new disease for maple trees, being anthracnose. The disease is not deadly to trees. It merely turns the leaves blackish brown whereupon they fall off the limbs, but the tree will grow new leaves within a short time and the old leaves maybe simply raked up and disposed of.
3. MISCELLANEOUS ITEMS: Mayor Burns asked about any reports of citizens mowing grass onto the street. Mr. Gerardy commented that he had a list of four or five persons who were to be contacted either to mow their lawns or to avoid mowing grass onto streets or sidewalks. Member Murphy inquired about potholes on Kingston Street near the intersection with Highway 44/76. Mr. Gerardy reported that the state right of way extended approximately to the south end of the park area. Any maintenance work to be performed from that location to the intersection was the responsibility of the State DOT.

C. ELECTRIC DEPARTMENT: Clerk Nelson asked if there were any other issues the Council wished to resolve with regard to the appointment of Matt Blocker as City Electrician. While there was one inquiring about the possibility of extending the probationary period, the Council as a whole determined there were no further issues to be resolved.

D. COMMUNICATIONS

1. Initiative Foundation, Letter, June 1, 2009.

CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Member Murphy, to approve the Prepaid Claims List for May 2009. All members present voted in favor and the motion was declared carried.

DALCO	Can Liners, Air Fresheners	88.71
MN Dept. of Agriculture	Concession Stand Food License	77.00
Parks & Trails Council of MN	Membership Fee	35.00
Sam's Club	Misc. For Amb. Fundraiser	69.19
Affordable Technology Sol.	Tech Services	45.00
Cody, Pat	Refund – One Shade Tree	10.00
Dakota Youth Rec. Program	Registration Fee	75.00
E O Johnson Company	Maintenance Agreement	266.37
Houston Co. Treasurer	2009 Fluorescent Bulb Collection	422.96
Metro Sales, Inc.	Copier Agreement	74.47
Northern Beverage Distribution	Beer	1,711.45
Schott Distributing Co, Inc.	Beer	3,965.50
Schultz, Matthew	Assist with Chief Interviews/Mileage	429.86
Spring Grove Soda Pop	Beer	64.50
Alltel	Ambulance – Communication Expense	62.11
Business Financial Planning	Cafeteria Plan	741.44
Caledonia True Value	Miscellaneous Items	5.85
City of Caledonia Emp. Assn.	Association Dues	60.00
G & F Distributing	Beer	211.25
Ken's Small Engine	Gator Parts/Trimmer Line	61.07
Minnesota NCPERS Life Ins.	Payday 5-19-09	96.00
MN Benefit Association	payday 5-19-09	126.84
Orchard Trust Co, LLC	payday 5-19-09	675.00
Riverland Expressions Inc.	fundraiser t-shirt – amb.	641.13
Ziebell's Hiawatha Foods	Liquor / Mix	123.77
Affordable Technology Sol.	Tech Services	45.00
Bank of the West	Federal/FICA/Medicare	5,983.87
Commissioner of Revenue	State Withholding	1,217.52
Franciscan Skemp Healthcare	8 First Aid Cards	40.00
Houston County Treasurer	Refuse Disposal	8.00
Public Emp. Retirement Assn.	Payday 5-19-09	5,266.63
Reliable Pest Management	Hydrant Labor (parts recall)	937.20
Rogich, Mike	Tree Removal	800.00
SE MN League of Municipalities	Membership Dues	35.00
Alltel	Police – Communication Expense	133.74
Houston County Recorder	Recording Fee – Peters	46.00
Northern Beverage Distribution	Beer	1,603.50
Ranzenberger, Dorothy	Clerk's Office – Reim. Envelopes	12.85
Russell, Kent	Assist with Chief Interview/Mileage	300.50
Schott Distributing Co, Inc.	Beer	3,822.10
Spring Grove Soda Pop	Beer & Soft Drinks	236.15
Franciscan Skemp Healthcare	Drug Screen	54.00
Gavin, Mike	Animal Control	75.00
Houston County Treasurer	Ho Co. Collection Site	3,330.00
Jack Neumann Trucking	Liquor – Freight Exp.	91.50
Johnson Brothers Liquor Co.	Liquor / Wine	1,807.06
LaCrescent Youth Baseball	Registration Fee	120.00
Northern Beverage Distribution	Beer	1,422.70
Paustis & Sons Wine Company	Liquor Store – Wine	360.00
Phillips Wine & Spirits	Liquor / Wine	1,342.09
Rogich, Mike	Storage Unit Rent	500.00
SE MN Historic Bluff Country	Tourism	1,197.95
Stemper, James	2009 Uniform Allowance	63.04
USA Mobility Wireless Co.	Communication Exp.	57.37
VISA	Miscellaneous Items	2,788.80
Dakota Youth Rec Program	Registration Fee	75.00
Franciscan Skemp Healthcare	First Aid Card	5.00
US Postal Service	Stamped Envelopes	69.60
US Postal Service	Utility Bill May 2009	329.75

Caledonia Police Reserves	Labor	34.00
Richard's Sanitation	Recycling	5,842.10
Schott Distributing Co, Inc.	Beer	7,175.85
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	200.65
Tri-State Ambulance	Intercept Fee	250.00
MN Dept. of Revenue	Sales / Use Tax	15,540.00
Bangor Recreation Dept.	Registration Fee	120.00
Bubbers, Gary	2009 Uniform Allowance	179.29
Independent School District	2008-09 Yearbook – PD	45.00
Bank of the West	Federal/FICA/Medicare	9,484.83
Business Financial Planning	Cafeteria Plan	741.44
Caledonia Police Reserves	PD Association Dues	85.00
Commissioner of Revenue	State Withholding	2,036.98
Orchard Trust Co, LLC	TSA payday 6-2-09	675.00
Public Emp. Retirement Assn.	Payday 6-2-09	6,420.50
Traveler's Directory Service	Brochure Ad – Liquor Store	185.00
ACE Link	Communication Expense	1,067.21
Affordable Technology Sol.	Office Supplies & Tech Service	422.13
Buttell's Lighting	Bubls / Ballasts	143.24
City of Caledonia	Increase Change Fund	60.00
Fruechte & City, James	Meter Deposit Refund	126.23
Griggs, Cooper & Co.	Liquor / Wine	2,001.98
Groat & City, Carlton	Meter Deposit Refund	128.75
Haryn & City, Edward	Meter Deposit Refund	127.53
Jack Neumann Trucking	Liquor – Freight Expense	36.00
Jones & City, Larry	Meter Deposit Refund	125.85
Kraus Oil Co. Inc.	Unleaded	1,225.50
Loeffler, Gerald	8 Bales of Straw	10.00
Minnesota Energy Resources	Natural Gas	1,454.08
Northern Beverage Distribution	Beer	2,182.05
Olson & City, Karen	Meter Deposit Refund	128.49
Principal Life	Life/Ad & d/ STD	645.43
Printy Quik	Liquor Store – Keg Slips	29.82
Ranzenberger, Katie	Mileage Reimbursement – Pool	25.30
Tri-County Electric Co-op	Green Acres Lighting	88.51
US Postal Service	Annual Fee – PO Box 232	220.00
Ziebell's Hiawatha Foods, Inc.	Liquor – Mix	29.76
		<hr/>
		\$ 103,976.24

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Mayor Burns, seconded by Member Vick, to approve and authorize payment of the Claims Payable List for May 2009. All members present voted in favor and the motion was declared carried.

American Safety Utility Corp.	Safety Cones	271.00
Artic Glacier Inc.	Ice	352.44
Baker & Taylor Books	Library Books	675.46
Blackburn Mfg. Co.	Flags for Locating	82.46
Caledonia Implement Co.	Parts – Street Equipment	120.62
Caledonia Oil Co.	Battery #20	159.70
Caledonia Ready Mix Inc.	Catch Basin Repair	103.04
Clarey's Safety Equipment Inc.	Carbon Cyl. Recond	325.00
Communications Service Inc.	Pager Repair	50.59
Curt & Candy's Hardware Hank	Miscellaneous Items	161.45
D S Electric Supply Inc.	Light – Misc.	118.33
DALCO	Cleaning Supplies	45.48
Davy Laboratories	Lab, 3 Total Coliforms	1,692.08
ECM Publishers Inc.	Advertisements	341.38
Ellingson Motors	Car Wash Tickets, Van Maint.	142.73
Farmers Coop Elevator Co.	Landscaping Materials, shovel	176.26
First Supply	Pressure Gauge	28.68
Gopher State One-Call, Inc.	Location Notifications	84.10
Green Power Equipment	Repair Parts	106.29
Hawkins Inc.	Chemicals	1,696.61
Hoskins Electric Co.	Bush Street Lift Station Repairs	883.56
LaCrosse Tribune	13 Week Subscription	36.00
Lackore Electric Motor Repair	Motor Repair Parts/Labor	1,069.75

M. Peters Enterprises, Inc.	Park Areas – Flags	747.64
Med-Tech Resource, Inc.	Safety Vests	69.64
Meisch Upholstery	Material & Labor	50.54
Midwest Tape	Library DVD(s)	136.69
Minnesota Dept. Of Commerce	1 st Quarter Fiscal year	432.39
Minnesota Dept. of Health	Water Service Connection Fee 2 nd Quarter	1,809.00
Mississippi Welders Supply Co.	Oxygen	39.62
M-R Sign Co. Inc.	No Skateboarding Signs	210.60
Municipal Pipe Tool Co.	Jet/Vac Clean Sanitary Sewers	4,710.10
P & H Services	2 Mobile Units	76.38
Paradise Pool & Spa	Drain Caps	23.12
Resco	Light – Inventory	444.80
Richard’s Sanitation	Refuse Disposal	168.48
Sandry Fire Supply	1 Pair Boots, Name Patch	418.57
Schilling Supply Company	Copy Paper, Towels, Tissue	448.19
Schulze Plumbing & Heating	Repair Water Line / Pipe Repairs	193.07
SE Libraries Cooperating	Library Barcodes	426.37
Storey Kenworthy	Laminating Sheets – Amb.	26.93
Storlie’s Portable Pit Stops	Toilet Rent	90.53
Taste of Home Books	Library Books	32.95
United Auto Supply, Inc.	Sewer Solvent	1,079.69
WWTP MPCA PFA Loan Fund	PFA Loan Fund	3,500.00
Tri-County Electric	Electric Energy	<u>129,528.34</u>
		\$ 153,386.95

OLD BUSINESS

A. **CLERK – ADMINISTRATOR’S RESPONSIBILITIES:** The Council reviewed a list of administrator duties as outlined in a League of MN Cities information bulletin entitled City Administrator: Clerk, Administrator, Manager and Numbered Bulletin 369.3, July 2008. Under the heading of powers and duties on page 14 was listed numerous examples of ministerial duties that could be delegated to an administrator. Clerk Nelson reported that during his tenure, he performed or assisted with almost all those duties except for supervision of all other city departments. The Council indicated they wished the next administrator to perform the duty of supervising all other city departments in an administrative sense, not technical sense.

B. **CLERK – ADMINISTRATOR’S POSITION ADVERTISEMENT:** At this time the Council considered what some of the particular issues should be for advertising for the hire of a Clerk-Administrator. Following discussion, the Council determined that the cost share for health insurance should be for the City to pay 100% of the premium cost for the employee and 50% of the premium cost for family coverage. The salary range should be stated as between \$60,000 and \$70,000. The new Clerk – Administrator shall accrue two weeks (10 – 8 hour days) vacation the first year of employment and may take vacation as it is accrued month by month. Sick leave shall accrue at the rate of one day per month. Following discussion, a motion was made by Mayor Burns, seconded by Member Murphy, to submit the advertisement for employment at the earliest possible date and to include all the above items in that advertisement. All members present voted in favor and the motion was declared carried.

NEW BUSINESS

A. **WORKERS COMP INSURANCE:** Clerk Nelson reviewed the enclosure of Addendum #6 for workers compensation insurance renewal recommending to the Council that the terms and credits remain as in past years, being that the city take advantage of the 2% managed care credit which would result in a premium payment of \$28,986. This policy runs from July 1, 2009 to July 1, 2010. Following brief discussion, a motion was made by Member Lemke, seconded by Member Murphy; to renew the worker’s compensation insurance policy with a 2% managed care credit for a fee of \$28,986. All members present voted in favor and the motion was declared carried.

B. **AUDIT REPORT:** Clerk Nelson asked the Council if they wished to have the City’s Auditor, Tostrud & Temp, make a report to the Council on findings, concerning the financial soundness of various funds and projecting the need for changes such as rate increases on a periodic basis, and the like. Following discussion, the Council decided that a quote should be obtained for the cost of such presentation.

C. **DRUG TESTING POLICY:** Clerk Nelson reported that a Council Member suggested having drug testing performed on city employees, such as police officers, in addition to truck drivers. The discussion then moved to consideration for having all city employees subject to random drug tests or tests conducted at the time of employment or if the employee were involved

in an auto accident while on duty or a work related injury. Nelson reported contacting the League of MN Cities, inquiring whether the Council had authority to issue a policy mandating such drug testing or if it would have to be negotiated into the Labor Agreements. The League representative responded that the only condition which would require negotiating such policy into a labor agreement would be if the City wanted the employees to pay for some or all of the cost of the drug testing. Clerk Nelson informed the Council that he had acquired a number of drug testing policies from other municipalities and would review them and prepare a draft policy for Council review and consideration for adoption.

D. **IDENTITY THEFT POLICY:** Clerk Nelson referred to Addendum #7, an Identity Theft Prevention Program policy, revised and tailored to the City of Caledonia from a model policy provided by the Minnesota Municipal Utilities Association. The State of Minnesota mandated all municipalities having utilities to prepare and implement an Identity Theft Prevention Program. Following brief discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to adopt the draft policy for the City of Caledonia. All members present voted in favor and the motion was declared carried.

E. **SWIMMING POOL RULES:** Clerk Nelson informed the Council of discussion between the lifeguard manager and clerk's office concerning closure of the baby pool for the 2009 summer season and what effect that would have on children attempting to enter the big pool. In anticipation that some parents or daycare providers may want younger children to play in the big pool, a series of new pool rules had been prepared for Council approval. The rules are as follow.

- 4 year olds and younger must be accompanied by a chaperone, parent, relative or friend who is at least 16 years of age and may only enter the shallow end of the pool.
- 5 year olds and older who cannot swim across the pool and who are not tall enough to stand in the pool, keeping their nose out of water, must have a chaperone who is at least 14 years old.
- Anyone, 5 years of age or older who can swim across the pool does not need a chaperone.
- Coast Guard approved lifejackets may be worn by children 7 years of age or younger, but chaperone rules, above, apply.
- Plastic pants must be worn by children who have not yet mastered control of their bodily functions.

The Council agreed by general consensus to implement these rules.

F. **PORTABLE FIRE DEPARTMENT LIGHT:** Member Lemke reported that Matt Hoscheit found a donor who offered to give the Caledonia Volunteer Fire Department a Walker PT4 Power Light of 1998 or 1999 vintage. This is a portable set of lights mounted on a framework which may be transported to various locations to provide light on site during fires or other types of emergencies. The cost of a new light of this variety is \$9,900. The Council agreed to accept the donation on behalf of the fire department, contingent upon there being no hidden cost and upon the lighting structure being fully operable, not needing any immediate repairs or improvements.

CLERK'S REPORT

A. **DISCHARGE MONITORING REPORT:** The Discharge Monitoring Report for May 2009 shows a Total Average Monthly Nitrogen Level of 4.67 mg/l.

B. **AMBULANCE FINANCIAL REPORT:** Enclosed with the Agenda was a finished ambulance report which included all the changes, additions and deletions approved by the Council at the past meeting. The report consisted of two sheets, one for 2008 actual expenditures resulting in a net income of \$4,041.03 and a 2009 budget which was proposed to result with a net income of \$12,134.

C. **EMPLOYEE TIME RECORD:** Enclosed with the Agenda was the Employee Time Record for pay period May 18 – 31, 2009.

D. **POLICE ACTIVITY / SUMMARY REPORTS:** Presented at the meeting were the Police Activity and Summary Reports for May 2009.

MISCELLANEOUS ITEMS

- Member Murphy gave a brief summary of the issues discussed at a seminar in Mankato. The presentation included general information on municipality's ability to levy for unallotment amounts in years 2008 through 2010. There was also a presentation on software

tools to analyze city programs and finances. In addition there was a presentation on preventative healthcare.

- Inquiry was made on the status of Michael Gavin, Animal Control Officer, whether or not he was still residing in the City of Caledonia or had moved out of state.
- Mayor Burns reported that he had complaints on trailers and campers parked along Jackson Street, which is a narrow street to begin with. These were reported to be hazards because of the narrow width of the street.
- Member Vick reported a complaint on a dog being allowed to run loose by the west main town homes. The dogs name is Louie.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Murphy and seconded by Member Vick. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 8:12 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, June 22, 2009, in the Council Room, City Hall.

Robert H. Burns, Mayor

Robert L. Nelson
City Clerk - Administrator