

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, July 13, 2009

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 (6:30 p.m.) and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy, James Stemper, Allan Johnson, Matt Blocker and Robert L. Nelson. Visitors present: Lindsey Pierce, Brian Pogodzinski, Casey Bradley, Tom Molling, and Charlie Warner, Report.

CONSENT AGENDA: Following brief discussion, 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 Monday, June 22; the Special Meeting held Monday, June 29 and the Special Meeting held Tuesday, June 30, 2009, as presented.

VISITORS AND COMMUNICATIONS

A. HOUSTON COUNTY PARKING LOT: Brain Pogodzinski, Casey Bradley and Mike Gerardy reviewed the information concerning storm water runoff with the Council for the proposed county parking lot north of Sunset Boulevard. Explanation was made of the dividing lines on the parking lot where storm water would run southward onto Sunset Boulevard, with other portions running northward to the detention pond area. The west end of the parking lot would run westward onto the state highway right-of-way. There was extensive discussion concerning the intensity of rainfall period which could be handled by the design. While the Council had originally requested a study for a fifty year frequency rainfall, the design offered was deemed adequate for a seven year period frequency rainfall. Mr. Pogodzinski commented that the area owned by the county was simply too small to accommodate detention area for a fifty year frequency rainfall. The parking lot area had been reduced from 47 stalls to 40 stalls, making more area available for detaining water. When there was no further discussion, a motion was made by Mayor Burns, seconded by Member Perry, to grant a Conditional Use Permit for a 40 stall parking lot in an R-2 Urban Residential Zone and to grant a 1' variance on the length of parking stalls, from the standard 20' length to 19'. All members voted in favor and the motion was declared carried.

B. ADMINISTRATIVE COORDINATOR TOPICS

1. STORM WATER DRAINAGE WAYS: Mr. Gerardy reported that the culverts under Sunnyside Drive are deteriorating and the weight of the earth and streets above the culverts are causing collapse. Most recently, a section of curb tipped backward due to the movement underneath. Mr. Gerardy indicated the entire drainage system should be excavated and three new culverts be installed in place of the two existing culverts to provide better drainage. In addition, a short distance upstream, there are sinkholes in the ditch bottom next to the Langen home, one sinkhole being about as large as a piano with smaller areas surrounding it. Mr. Gerardy proposes to excavate two to three feet deep, pour a concrete slab over the excavated area and cover it with dirt and plant grass as a surface cover. Mr. Gerardy estimated there is approximately \$19,000 available for that work. Mayor Burns and Member Murphy inquired about the condition of the drainage system at Sunset Boulevard. Mr. Gerardy indicated it had been planned for repair this summer, but the remaining budget availability may determine whether or not repair work is concluded this year or postponed til 2010.

C. POLICE DEPARTMENT

1. TASER: Officer James Stemper informed the Council that one of the department tasers had malfunctioned sometime ago and was submitted to the vendor for inspection and recommendation for repair. The unit is apparently not repairable and the vendor is offering replacement at this time for \$550. If the City delays and orders at a future date, the cost will be in excess of \$800. Officer Stemper reviewed some of the terms of the warranty in place. Following discussion, a motion was made by Mayor Burns, seconded by Member Vick, to replace the malfunctioning taser with a new unit for the offered price of \$550. All members voted in favor and the motion was declared carried.

2. INTERNET CRIMES AGAINST CHILDREN (ICAC): Officer Stemper, Officer Allan Johnson and Lindsey Pierce informed the Council of the organization called Internet Crimes Against Children (ICAC), recommending the City of Caledonia avail itself of the free membership to the organization. They commented that internet crimes against children are becoming ever increasingly more numerous and there have been at least two cases in recent history in the City of Caledonia. The task force for the organization will reimburse the City for overtime hours worked by police officers investigating crimes against children. There would be no direct cost to the City. Following discussion, a motion was made by Mayor Burns, seconded by Member Perry, to approve membership in the Internet Crimes Against Children Organization. All members present voted in favor and the motion was declared carried. (Randi Vick had momentarily left the room.)

D. ZONING APPLICATION – CRAWFORD: Mike Gerardy, Administrative Coordinator, reviewed application of Julia Crawford, 304 South Winnebago Street, with the Council since she was not in attendance at the meeting. Ms. Crawford’s application proposed to operate a pet grooming business as a home occupation in an R-2 Urban Residential District. Mr. Gerardy indicated this was advertised in the Caledonia Argus and letter had been sent out to property owners within a radius of 350 feet. He explained that Ms. Crawford anticipated one customer every three to four hours and intended to use approximately 4% of the home area for this purpose. He reported seeing the sign, advertising the business, located on the City Boulevard and informed the Council the sign would have to be moved farther away from the street so it was on her private property. A question also came up during discussion concerning disposal of the hair from grooming animals, whether it would be flushed down the sanitary sewer system or treated as solid waste. Discussion resulted in a determination by the Council that appropriate treatment would be to have it disposed of as solid waste and not flushed down the sanitary sewer system. Following discussion, a motion was made by Member Vick, seconded by Member Perry, to grant a Conditional Use Permit for a home occupation to conduct a pet grooming business at 304 South Winnebago Street, conditioned upon all animal clippings to be disposed of as solid waste as opposed to flushing it down the sanitary sewer system and that the advertising sign be moved off City right-of-way onto the owners private property. Members voting in favor: Vick, Perry, Lemke and Murphy. Opposed: Burns. The motion was declared carried.

E. ELECTRIC DEPARTMENT

1. FOUR YEAR ENGINEERING STUDY: Mr. Blocker informed the Council that PowerPlus Engineering was interested in offering a proposal for the next four year study to be conducted for the city electric utility. The current four year study is to end with a project in 2010 upgrading the electrical system in the Foltz Addition and in the Sunnyside Addition as well as other spot improvements. He informed the Council that PowerPlus estimates a cost range of \$12,000 to \$14,000 to perform the four year study. Following discussion, the Council decided by general consensus to request a “not to exceed” amount for the four year study. Further, to survey a number of electrical engineering companies, inquiring as to the hourly rate for an engineer.
2. TRAFFIC SIGNAL: Mr. Blocker informed the Council that the replacement unit to control the traffic signal had arrived and he installed it according to instructions. The light work successfully for a few seconds then failed. He is now planning to send the old unit and the newly acquired unit back to the vendor to have them determine what the problem may be.

F. MISSING FUNDS: Mayor Burns introduced brief discussion and explanation about retired police chief Randy Shefelbine’s request to be reimbursed \$795.00 for evidence money which was lost by one means or another and which had to be repaid to an individual. Mayor Burns reminded the Council that Chief Shefelbine said he had taken \$263.00 from a fund at the Police Department and paid the remaining \$532.00 out of his own pocket. Mayor Burns said he had discussed the issue with City Attorney Tim Murphy who had conducted a brief investigation, but was unable to determine what happened to the cash which was being held as evidence. No decisions were made at this time by the Council as to whether or not to reimburse retired Chief Shefelbine for the amount of \$795.00.

CLAIMS

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

| | | |
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| Blue Cross Blue Shield of MN | Employee's Health Insurance | 25,808.00 |
| Bonanza Grain | Light – Landscaping Materials | 95.85 |
| Bob Bovee & Gail Heil | Music in the Park | 350.00 |
| Crystal Canyon | Drinking Water | 21.82 |
| Eitzen State Bank | GO Tax Inc. Bonds of 1999 | 295.75 |
| Fusion | Music in the Park | 350.00 |
| Jack Neumann Trucking | Liquor – Freight Expense | 40.00 |
| Johnson Brothers Liquor Co. | Liquor / Wine | 1,156.18 |
| Merchants Bank | ACH Fee – June 09 | 21.55 |
| Phillips Wine & Spirits Co. | Liquor / Wine | 555.29 |
| Ranzenberger, Katie | Pool – Reim. Supplies | 20.35 |
| Rippe, Hammell & Murphy | General Matters | 599.00 |
| Schott Distributing Co. | Beer | 3,783.55 |
| Singing Journalist | Music in the Park | 150.00 |
| Spring Grove Soda Pop | Beer / Soft Drinks | 219.35 |
| Tostrud & Temp, S.C. | Partial Billing – 08 Audit | 9,800.00 |
| US Bank, N.A. | Sewer Revenue bonds of 2002 | 11,971.25 |
| Ziebell's Hiawatha Foods, Inc. | Liquor Store – Mix | 17.25 |
| Alltel | Fire Dept. – Communication Expense | 60.52 |
| Sherwin Williams Co. | Traffic Paint | 391.50 |
| Northern Beverage Dist. | Liquor Store – Beer | 156.80 |
| Dakota Youth Rec Program | 10/Under Girls | -75.00 |
| Holman Youth Baseball | 10/Under | 125.00 |
| Rogich, Mike | Tree Removal | 350.00 |
| Heuser, Chad | 2009 Uniform Allowance | 184.02 |
| Petty Cash | Replenish Petty Cash | 74.08 |
| Rippe, Hammell & Murphy | Prosecution – May | 2,011.50 |
| Tri-State Ambulance | Intercept Fee | 250.00 |
| G & F Distributing | Beer | 295.75 |
| McCormick, Kayla | Reimbursement WSI Course Fee | 195.00 |
| McGraw, Kelley | Reimbursement Travel Expense | 210.16 |
| Northern Beverage Distribution | Beer | 1,543.05 |
| Schott Distributing Co, Inc. | Beer | 1,417.90 |
| Spring Grove Soda Pop, Inc. | Beer | 329.10 |
| Bank of the West | Federal/FICA/Medicare | 6,184.13 |
| Business Financial Planning | Cafeteria Plan | 741.44 |
| Caledonia True Value | Light – Miscellaneous | 237.99 |
| City of Caledonia Emp. Assn. | Association Dues | 60.00 |
| Commissioner of Revenue | State Withholding | 1,154.45 |
| Griggs, Cooper & Company | Liquor / Wine | 2,076.52 |
| Jack Neumann Trucking | Liquor – Freight Expense | 35.00 |
| Minnesota NCPERS Life Ins. | Payday 6-16-09 | 80.00 |
| MN Benefit Association | payday 6-16-09 | 126.84 |
| MN Municipal Utilities Assn. | CIP Assistance | 455.00 |
| Orchard Trust Co, LLC | payday 6-16-09 | 675.00 |
| Public Emp. Retirement Assn. | 6-16-09 | 4,641.91 |
| Resco | Inventory | 767.52 |
| Bangor Recreation Dept. | 10/Under Girls | -120.00 |
| Heuser, Chad | PD – Reim. Travel Expense | 7.67 |
| Independent School District | City Share Crossing Guards | 1,813.02 |
| Printy Quik | Printing Cal Brochures | 162.95 |
| Mary Ann's Floral | PD/Amb. Flowers | 23.78 |
| Northern Beverage Distribution | Beer | 2,141.10 |
| Schott Distributing Co. | Beer | 6,012.35 |
| Spring Grove Soda Pop | Beer & Soft Drinks | 136.65 |
| Alltel | Communication Expense | 133.74 |
| Caledonia Oil Company | Diesel Fuel | 946.00 |
| Hoskins Electric | West Main Lift Station | 1,376.51 |
| League of MN Cities Ins. Trust | Work Compensation | 30,109.00 |
| Metro Sales | PD – Copier Agreement | 65.43 |
| Johnson Brothers Liquor co. | Liquor / Wine | 3,537.95 |
| MN Hwy. Safety & Research | Driving Class (Heuser) | 366.00 |
| MN Rural Water Association | Membership | 210.00 |
| Phillips Wine & Spirits | Liquor / Wine | 1,783.33 |
| Richard's Sanitation | Two Used Dumpsters | 150.00 |
| Ziebell's Hiawatha Foods, Inc. | Liquor – Mix | 67.27 |
| Caledonia Auto Center & City | Meter Deposit Refund | 206.00 |

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| Graw & City, Christine | Meter Deposit Refund | 206.00 |
| Houston County Recorder | Recording Fee – Middendorf | 46.00 |
| McHan & City, James | Meter Deposit Refund | 206.00 |
| Nation & City, Chris | Meter Deposit Refund | 126.17 |
| Northern Beverage Distribution | Beer | 2,043.00 |
| O'Connell & City, Dennis | Meter Deposit Refund | 125.14 |
| Ostern & City, Crystal | Meter Deposit Refund | 206.00 |
| Palen, Terry | Refund – Overpayment Sewer | 12.88 |
| Privet & City, Tony | Meter Deposit Refund | 206.00 |
| Schmitz, Bonnie | Ball Program Refund | 40.00 |
| Schott Distributing Co. | Beer | 7,127.95 |
| SE MN Historic Bluff Country | Tourism | 1,720.45 |
| Sheehan & City, Jeff | Meter Deposit Refund | 206.00 |
| Spring Grove Soda Pop, Inc. | Beer & Soft Drinks | 197.20 |
| Stickler & City, Crystal | Meter Deposit Refund | 125.12 |
| Tri-State Ambulance Inc. | Intercept Fee | 250.00 |
| US Postal Service | Utility Billing June | 331.43 |
| VISA | Miscellaneous Expenses | 252.15 |
| Vonderohe & City, Terry | Meter Deposit Refund | 128.44 |
| Wallace & City, Joe | Meter Deposit Refund | 128.75 |
| Beneke, Britney | Rec – Travel Expense | 111.10 |
| Mann, Stephanie | Clerk & EDA – Travel Expense | 46.75 |
| Bank of the West | Federal/FICA/Medicare | 8,339.67 |
| Business Financial Planning | Cafeteria Plan | 741.44 |
| Caledonia Volunteer Fire Dept. | Relief Association | 600.00 |
| Commissioner of Revenue | State Withholding | 1,588.89 |
| EDA Revolving Loan Fund | Re-pay advance to General Fund | 60,000.00 |
| Franciscan Skemp Healthcare | Ambulance – 12 CPR Cards | 60.00 |
| Gavin, Mike | Animal Control | 75.00 |
| Griggs, Cooper & Co. | Liquor / Wine | 1,358.59 |
| Houston County Treasurer | Ho. Co. Collection Site | 3,330.00 |
| ING institutional Plan Services | payday 6-30-09 | 675.00 |
| Jack Neumann Trucking | Liquor – Freight Expense | 212.00 |
| Lemke, Patricia | Amb – Reimbursement CPR Cards | 20.00 |
| MN Dept. of Revenue | Sales / Use Tax | 13,986.00 |
| Paustis & Sons Wine Company | Liquor Store – Wine | 396.50 |
| Public Emp. Retirement Assn. | Payday 6-30-09 | 168.00 |
| Richard's Sanitation | Recycling | 5,983.35 |
| USA Mobility Wireless, Inc. | Communication Expense | 57.37 |
| Ziebell's Hiawatha Foods, Inc. | Liquor – Mix | 30.00 |
| Bernedette & Cody Band | Music in the Park | 250.00 |
| CW Von Arx & The Highway 3 | Music in the Park | 450.00 |
| Irish Minstrels | Music in the Park | 400.00 |
| Jim Busta Band | Music in the Park | 599.99 |
| Murphy, Thomas | Council – travel expense | 119.91 |
| Onalaska Park & Rec | Registration fee | 125.00 |
| Ranzenberger, Katie | Reimbursement – Pool Expense | 39.54 |
| Southeast Consultants | EDA Services | 8,647.99 |
| Tri-County Electric Co-op | Lighting | 84.56 |
| US Bank NA | GO Improvement Bonds | 20,937.50 |
| Wiebke Tire co. | Mount/Dismount – Street Eq. | 16.00 |
| Ace Link Telecommunications | Communication Expense | 1,119.57 |
| Affordable Technology Solution | Tech Services | 667.49 |
| Bank of the West | Federal/FICA/Medicare | 1,116.50 |
| Carr, Becky | Swim Lesson Refund | 40.00 |
| Commissioner of Revenue | State Withholding | 153.31 |
| Kraus Oil Co, Inc. | Unleaded Fuel | 1,129.50 |
| Minnesota Dept. of Health | License Renewal – Klug | 23.00 |
| Northern Beverage Distribution | Beer | 2,075.60 |
| Principal Life | Life/Ad&d/STD | 579.37 |
| Public Emp. Retirement Assn. | Payday 7-2-09 | 621.95 |
| Schott Distributing Co. | Beer | 5,826.35 |
| Spring Grove Soda Pop, Inc. | Beer & Soft Drinks | 276.30 |
| United Parcel Service | Ups Fee | 41.36 |
| American Safety Utility Corp. | Ladder Replacement/Tools | 704.23 |
| Jack Neumann Trucking | Liquor – Freight Expense | 126.00 |
| Johnson Brothers Liquor Co. | Liquor / Wine | 2,816.89 |

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| MN Energy Resources | Natural Gas | 2,203.91 |
| Northern Safety Co, Inc. | Light – Safety Glasses | 165.45 |
| Philips Wine & Spirits Co. | Liquor / Wine | 1,399.30 |
| Identity Works | Ambulance – Uniforms | 272.02 |
| Merchants Bank | ACH Fee | 21.69 |
| Printy Quik | Cal Tourney – T-shirts | 360.00 |
| Ranzenberger, Katie | Pool Supplies | 17.38 |
| Affordable Technology | Tech Services | 466.14 |
| Alltel | Fire – Communication Expense | 49.32 |
| Blue Cross Blue Shield of MN | Health Insurance | 23,950.00 |
| Evans, Tim | Reimbursement – Course Fee | 300.00 |
| Northern Beverage Distribution | Beer | 2,365.55 |
| Schott Distributing Co, Inc. | Beer & Keg Pump | 4,083.40 |
| Spring Grove Soda Pop | Beer & Soft Drinks | 147.20 |
| Tri-County Electric Co-op | Appliance Rebate | 25.00 |
| Tweten, Selmer | Cost Share Defective Sidewalk | <u>281.25</u> |
| | | \$ 331,123.97 |

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

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| Affordable Technology Sol. | Office Supplies | 341.43 |
| Airgas North Central | Oxygen / Acetylene | 79.24 |
| Alco Discount Store | Oil - Street & Cleaning Supplies – Pool | 57.07 |
| Artic Glacier Inc. | Ice | 479.58 |
| Associated Psych Services, ltd. | Evaluation – Chief Zehnder | 250.00 |
| Baker & Taylor Books | Books | 546.87 |
| Battery Zone, Inc. | Radio / Pager Batteries | 156.44 |
| Bonanza Grain, Inc. | Black Dirt | 47.93 |
| Bound Tree Medical | Ambulance – Supplies | 858.54 |
| Braun Pump & Control | Main Street Liftstation Repairs | 1,961.92 |
| Bubbers Jewelry | Tourney Medals | 112.22 |
| Caledonia Implement | Street Equipment – Parts | .92 |
| Caledonia Lumber Company | Cement, Building repairs, Misc. | 74.30 |
| Caledonia Oil Company | Brake Repair | 367.25 |
| Carquest Auto Parts | Street Equipment – Parts & Misc. | 18.87 |
| Centar Industries | Rubber feet for Folding Chairs – Aud. | 31.65 |
| Civic Systems, LLC | Semi-Annual Support | 2,273.00 |
| Communications Service Inc. | Replacement Pager/Pager/Service | 797.75 |
| Crystal Canyon Water | Drinking Water / Cooler Rent | 40.56 |
| Curt & Candy’s Hardware Hank | Miscellaneous Supplies | 220.82 |
| D S Electric Supply | Inventory | 1,590.30 |
| Davy Laboratories | 3 Total Coliforms / Labs / Replace Meter | 1,997.46 |
| DEMCO | Summer Reading Program/Book Jackets | 122.01 |
| ECM Publishers, Inc. | Advertisements | 1,362.37 |
| Ellingson Motors | 25 Car Wash Tickets | 100.00 |
| Farmers Coop Elevator | Weed Spray / Grass Seed | 202.46 |
| Farrell Equipment & Supply | 2 Brooms | 21.00 |
| First Supply | Small Equipment / Parts | 138.18 |
| Flexible Pipe Tool Company | Parts for Sewer Rodder | 100.13 |
| Gale | Large Paint Books | 30.50 |
| Gopher State One-Call, Inc. | 34 Location Notifications | 49.30 |
| Green Power Equipment | Grease | 34.09 |
| Hawkins, Inc. | Chemicals | 1,219.18 |
| Interstate Trucking Equipment | Parts | 196.60 |
| Ken’s Small Engine | Equipment Maintenance | 105.51 |
| Midland Telecom Inc. | Pager Repair | 39.00 |
| Midwest Tape | DVDs | 153.52 |
| Mississippi Welders Supply | Oxygen | 180.37 |
| MN Dept. of Natural Resources | Brush Truck Nozzle | 159.97 |
| Mulqueen’s True Value | Ditch Witch Rental | 85.20 |
| P & H Services | Battery | 169.00 |
| Paradise Pool & Spa | O Rings – Pool | 13.72 |
| Quillin’s | Ambulance – Kleenex | 6.67 |
| Resco | Light – Inventory | 146.44 |
| Richard’s Sanitation | Refuse Disposal – June 09 | 585.00 |

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| Rippe, Hammell & Murphy | Prosecution & General Matters | 4,167.00 |
| Road Rescue Emergency Veh. | Parts | 283.86 |
| Ronco Engineering Sales, Inc. | 7' Type 2 Sling | 33.83 |
| Schilling Supply Company | Copy Paper / Towels | 336.84 |
| Schulze Plumbing & Heating | Replace Line Volt Thermostats | 176.85 |
| Schumacher Elevator | Elevator Upgrades | 1,593.00 |
| SE Libraries Cooperating | Barcode Scanner / Auto Fees | 562.42 |
| Sensit Technologies | Parts – FD | 30.46 |
| Sir Speedy | Map Enlarging | 4.00 |
| Storey Kenworthy | Clerk Office – Columnar Pads | 9.99 |
| Storlie's Portable Pit Stops | Toilet Rent | 90.84 |
| Tostrud & Temp | 2009 Audit | 8,950.00 |
| Tri-County Electric | Electric Energy | 145,344.67 |
| United Auto Supply, Inc. | Miscellaneous Items | 25.07 |
| United Laboratories | Cleaning Supplies | 217.30 |
| WWTP MPCA PFA Loan Fund | Loan Payment | 3,500.00 |
| Zep Manufacturing | Weed Spray | 544.46 |
| Ziegler, Inc. | Sludge Hauler Parts | 890.09 |
| | | <u>890.09</u> |
| | | \$ 184,357.22 |

OLD BUSINESS

A. **AMBULANCE DEPARTMENT:** At this time the Council discussed the policy statements drafted by Mike Tornstrom, Ambulance Director, entitled Work Force Sanction Policy for Violations of Privacy & Security and Staff Member HIPPA Training Verification. Following discussion, a motion was made by Member Lemke, seconded by Member Perry, to adopt both statements. All members voted in favor and the motion was declared carried.

B. **AMBULANCE FIRST RESPONDER:** A motion was made by Mayor Burns, seconded by Member Lemke, to appoint Sandy Kinneberg as a First Responder for the ambulance service. All members voted in favor and the motion was declared carried.

C. **EDA LOAN:** Clerk Nelson inquired of the Council whether or not they wished to have a judgment filed against Michael Nanof and his wife Dawn Twaiten-Nanof, who had taken two Small City Development Program loans totaling approximately \$30,000. There business enterprises had terminated and the building for which they had borrowed the funds is now standing idle, being reclaimed by the lending institution. Following discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to proceed with obtaining a judgment.

D. **HEALTH INSURANCE:** Clerk Nelson explained there are some alternate major medical health policies available to the City and its employees. The question would be whether or not any employees would choose to avail themselves of the alternate policies. Nelson asked if the Council wished to have a meeting for Agent Tom Danielson to explain some of the alternate programs and review the pro's and con's of the less coverage for the reduced premiums. Following discussion the Council concurred by general consensus that a meeting should be offered to the City employees and labor associations as well as a council committee.

E. **CLERK-ADMINISTRATORS POSITION:** Clerk Nelson asked the Council if they wished to review and adopt a schedule for hiring a replacement Clerk-Administrator and to determine the number of applicants who should be interviewed. He also suggested they list expectations of the future Clerk-Administrator so each council member was aware of what he or she should be looking for when reviewing the applications. Nelson handed out a schedule which showed interviews to be completed during the week of August 10th with the possibility of the new Clerk to report for duty on or about September 9th. The Council determined that ten applicants would be interviewed. Among the items of interest for reviewing applications was the experience the applicant had in the field of municipal administration, to include grant writing, economic development knowledge and experience and field experience in municipal type activities. Education should be examined and a background that fits a city such as Caledonia. The Council suggested the individuals history of where they lived may be beneficial, concluding that some persons from large metropolitan areas may not be prone to remain in a city like Caledonia for an extended time. The Council also decided it would be beneficial to have City Attorney Tim Murphy sit in on the interviews.

F. **AUDITORS REPORT:** Clerk Nelson informed the Council that Mike Temp, Auditor, estimated his fee for reviewing the annual financial statement with the Council would not exceed \$200. Nelson asked if the Council wished to have him make a summary presentation to the Council of his idea concerning the status of various city funds. Following discussion, the Council decided that it would not be necessary for the auditor to make such presentation. They said they

would rely on discussions between the auditor and city staff which had taken place during the audit period.

NEW BUSINESS

A. **RECOMMENDATION FOR BIDS:** Member Murphy recommended that the City obtain bids from Tostrud & Temp for conducting the annual audit for the next three year period, which would be for calendar years 2009, 2010 and 2011. Further, he proposed that the City obtain bids for the life insurance carried on City employees. Following brief discussion, a motion was made by Member Murphy, seconded by Member Vick, to obtain a three bid from Tostrud & Temp for doing the annual financial statement and to obtain bids from all insurance agents in the City of Caledonia for the life insurance policy on City employees. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. **ELECTRIC DEPARTMENT MEETING:** The Council was informed that letters had been sent to property owners of the Foltz Addition in the northwest part of the City and Sunnyside Addition in the southwest part of the City for a meeting to be held at 7:00 p.m., Monday, July 20, 2009, in the City Auditorium, Gymnasium Floor Level. This meeting was to inform those residents about the proposal to relocate certain electrical system apparatus from the rear property line to the front yard property line which would require the City to obtain easements from certain property owners to run underground electric wires from the new transformers in the front yard to connect to the existing services in the rear.

B. **BASEBALL TOURNAMENT:** The council was informed that the Second Annual Bud Marnach Tournament is scheduled for July 25 & 26.

C. **CABLE TV CHANNELS:** Mediacom sent notice that it will add TV Guide Network (Video Only – No Scrolling Guide) to the digital plus package on August 6, 2009.

D. **POPULATION ESTIMATE:** The State Demographers Office estimates the population of the City of Caledonia as of April 1, 2008 to be 2,902. The number of households are estimated at 1,255. The population estimate according to the 2000 census was 2,965.

E. **CHAMBER MIXER:** The Caledonia Area Chamber of Commerce invites the Council to its next mixer to be at The Farmhouse Eatery, 219 North Kingston Street, on Tuesday, July 14, from 4:30 to 6:00 p.m.

F. **MN DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED):** The Minnesota Department of Employment and Economic Development invites the Council to attend a meeting to discuss "Advancing Economic Prosperity: Partnering to Shape Our Future." The nearest meeting is at Winona on July 29 from 1:00 to 4:00 p.m. at the Southeast Technical College.

G. **POLICE DEPARTMENT:** Enclosed with the Agenda were the Police Officer Activity List and Officer Activity Summary for June 2009.

H. **WATER USE FEES:** Enclosed with the Agenda was a copy of water use fees implemented by the State of MN Department of Natural Resources. The City of Caledonia report for calendar year 2008 showed a use of 105,000,000 gallons for which the use fee plus the summer surcharge fee totaled \$550.00.

I. **EMPLOYEE TIME RECORD:** Enclosed with the Agenda was the employee time record for pay period June 15 – 28, 2009.

J. **DISCHARGE MONITORING REPORT:** Enclosed with the Agenda was the Discharge Monitoring Report showing the Total Average Monthly Nitrogen Level of 5.23 mg/l.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Perry and seconded by Member Lemke. All members voted in favor, the motion was declared carried and the meeting then adjourned at 9:52 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, July 27, 2009, in the Council Room, City Hall.

Robert H. Burns, Mayor

Robert L. Nelson
City Clerk - Administrator