

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, August 8, 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: Randi Vick, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely, Administrative Coordinator Mike Gerardy, and City Insurance Agent Tom Danielson. Visitors present: Matt Blocker.

AGENDA APPROVAL. A motion was made by Mayor Burns, seconded by Member Fisch, to approve the agenda with the following additions: Painting School Crosswalks, East Grove Street Water Leak, Davy Engineering, and Pool Final Design Operating Costs. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Member Fisch, seconded by Member Lemke, to approve the consent agenda. 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, July 25, 2011, as presented.

B. APPLICATION FOR SOFT DRINK LICENSE: HOUSTON COUNTY 4-H FEDERATION. To approve an application for a soft drink license for the Houston County 4-H Federation.

VISITORS AND COMMUNICATIONS.

A. CITY INSURANCE AGENT TOM DANIELSON: HEALTH INSURANCE RENEWAL AND CITY INSURANCE RENEWAL. City Insurance Agent Tom Danielson was present to discuss health insurance renewal options with the Council as well as review the 2011 insurance renewal information. Danielson noted that the City's property coverage increased from \$16,325,020 to \$16,668,495, while the deductible remains at \$1,000 per claim. The general liability limits were noted as follows: \$1,500,000 each occurrence limit; \$2,000,000 products/completed operations aggregate (per year); \$50,000 fire damage limit; \$2,000,000 failure to supply utilities annual aggregate; \$2,000,000 EMF annual aggregate; \$2,000,000 limited liability aggregate; \$200,000 per claim for lead and asbestos claims/\$200,000 aggregate; \$1,000,000 annual aggregate for land use regulation claims; and \$1,000 medical expense limit. The general liability deductible is \$1,000 per claim. Danielson noted that the City's expenditures are down from \$1,884,998 to \$1,688,781 for the calendar year ending December 31, 2010. It was noted that the changes to the automobile schedule included the following changes: lowered value on 2002 Freightliner from \$265,000 to \$195,000; lowered value on 2000 Freightliner from \$160,000 to \$120,000; lowered value on 1995 Freightliner from \$265,000 to \$150,000; increased value on 2009 Peterbilt from \$145,000 to \$165,000; and deleted physical damage on the 1982 Chevy 1-Ton Fire Truck. It was noted that the comprehensive and collision deductibles are both \$1,000. Danielson went on to explain that all losses covered under Inland Marine will be settled on a replacement basis. The deductible for inland marine losses is \$1,000 per claim. Danielson noted that the experience modification factor for workers' compensation increased to 1.25, from

1.14 in 2010 and .86 in 2009. Overall, the City's premium for insurance went down approximately \$3,000 as compared to 2010. Danielson shared that optional coverage to the City include covering certain trees, street lights, no-fault sewer backup coverage, higher business interruption coverage for electrical utility, personal injury protection coverage to non-registered vehicles, addition of uninsured and underinsured motorists coverage to non-registered vehicles, higher deductible for each claim, and fence coverage. Discussion ensued regarding what the higher business interruption coverage for the electrical utility entailed. Danielson will look into the questions raised and report back his findings to City Clerk/Administrator Feely. Discussion then took place regarding whether the City would like to insure its utility poles as they are not currently included on the list of covered property. Danielson will look into the premium amount and City Clerk/Administrator Feely will find out how many utility poles the City has. Mayor Burns inquired as to the recent insurance settlement regarding the City's 1982 fire truck. Danielson stated that the League of Minnesota Insurance Trust relies on 3-4 sources when determining a vehicle's value. Danielson stated that the insurance adjuster did not see why the City would maintain physical coverage on the vehicle as it has been deemed a total loss and the value of the truck has been paid. Next, Danielson went on to discuss group health insurance renewal options. It was noted that under the current plan, employees have a \$300 deductible per person and a \$900 deductible per family. Under this plan, the City paid on average \$26,097 per month for health insurance premiums. For 2011, the same plan would increase to \$28,896. A question arose as to the City's table rating. Danielson replied that the City's table rating is 9.5. It was explained that the rating increases as loss experience increases. Discussion ensued regarding options available with moving the renewal date from September 1 to January 1. Danielson stated that there are a number of plans available, however, he recommended the Blue Value \$1,500 Deductible Plan, which would save the City approximately \$4,833 per month in health insurance premiums. It was noted that if changing plans resulted in a reduction in aggregate benefit levels, then any such changes would have to be mutually agreed upon by both the City and the Employee and Police Association. Danielson noted that the City has a dual choice option whereby there could be two plans in which employees participated. It was explained that there could be one employee participating in one plan and the remaining employees participating in the other plan. A motion was made by Mayor Burns, seconded by Member Vick, to extend the City's health insurance renewal date from September 1 to January 1 so as to be on a calendar year schedule. All members present voted in favor and the motion was declared carried.

## B. ADMINISTRATIVE COORDINATOR TOPICS.

1. STREET DEPARTMENT ENTRY DOOR QUOTE. Administrative Coordinator Mike Gerardy shared with the Council that the Street Shop entry door needs to be replaced as it has holes due to rusting over time. Gerardy noted that the door won't lock in the winter time as a result of condensation collecting on the inside and freezing. Gerardy stated that Caledonia Lumber obtained an estimate from La Crosse Glass in the amount of \$1,294.00. It was noted that if the City installed the door, there would be a \$370.00 savings. Gerardy noted that the door would have to be taken to a body shop to be painted for a cost of around \$150.00-200.00. Mayor Burns inquired as to whether sufficient funds were available to purchase the door. The consensus was that door needs to be replaced as it is not energy efficient. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Lemke, to approve purchasing a new entry door for the street shop. All members present voted in favor and the motion was declared carried.

2. CITY HALL ENTRANCE INFORMATION. Administrative Coordinator Gerardy shared that he has been in contact with various contractors regarding moving the

entrance of City Hall to the north side of the building so as to be more energy efficient. Discussion ensued regarding options available with adding an enclosure on the already existing entrance. The consensus was that doing so would be cost prohibitive. Mayor Burns inquired as to whether the City has ever looked into adding shades to the front windows. Gerardy replied that adding shades or tinting the windows has not been explored yet. Member Murphy stated that the impetus is to save on natural gas costs. No official action was taken as Gerardy is waiting to obtain pricing from various contractors.

3. WEST MAIN STREET. Administrative Coordinator Gerardy shared that when the County Project started, Davy Engineering was in town to monitor the wear and tear on West Main Street from trucks. Mayor Burns stated that it will need to be milled, shaped, and paved. The consensus is to obtain a reasonable number as to what the County can contribute to fix the road. No official action was taken as this item was included for informational purposes.

4. SCHOOL CROSSWALKS. Member Murphy requested that Administrative Coordinator Gerardy inquire with MnDOT as to whether the crosswalk by Dairy Queen could be repainted before school starts. In addition, Member Murphy requested that the crosswalks around town be repainted.

5. TRAIL FROM DAIRY QUEEN TO SPRAGUE WOODS. Member Fisch inquired as to whether the trail from the Dairy Queen to Sprague Woods could be maintained so as to be functional.

#### C. COMMUNICATIONS.

1. EMAIL FROM MUSIC IN THE PARK. City Clerk/Administrator Feely shared that attached with the agenda was an email from Around Town Promotions owner Mike Ryan. Due to the extreme heat and postponement of the Sandy Good concert, Music in the Park was extended by an additional week. Therefore, use of the sign was extended for one week at no charge. In exchange for use of the sign for an additional week, Ryan requested that future charges for electricity associated with plugging in the sign be waived for the first five times that electricity is used. Discussion ensued amongst the Council regarding the request. The consensus was that the City is not interested in waiving future electricity charges in exchange for use of the sign for an additional week. Mayor Burns stated that Music in the Park should see if Pepsi would donate a sign to put up across the entrance of City Hall. No official action was taken.

2. FLYER FROM SOUTHEASTERN MINNESOTA LEAGUE OF MUNICIPALITIES. City Clerk/Administrator Feely shared that a flyer from Southeastern Minnesota League of Municipalities (SEMLM) was attached with the agenda regarding an upcoming General Member Meeting in Chatfield on Monday, August 29. Discussion ensued. City Clerk/Administrator Feely, Mayor Burns, Member Fisch, and Member Murphy will attend the SEMLM meeting. Member Lemke and Member Vick will check their schedules and notify by the registration deadline if they are able to attend. No official action was taken.

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 July 2011. All members present voted in favor and the motion was declared carried.

|                                |                                      |          |
|--------------------------------|--------------------------------------|----------|
| Mathy Construction Co.         | Maintenance Materials                | 895.83   |
| Moorhead Public Service        | Light – Inventory 2011 Project       | 94.35    |
| Public Emp. Retirement Assn.   | Payday 7-12-11                       | 5,607.90 |
| Public Emp. Retirement Assn.   | Payday 7-12-11                       | 225.00   |
| Star Energy Services           | 2011 Light Project                   | 1,563.75 |
| Agedahl, Chad                  | Rec Park – Reimbursement Tourney Fee | 120.00   |
| Blocker, Matt                  | 2011 Uniform Allowance               | 125.00   |
| Houston Co. Recorder           | Easements for 2011 Electric Project  | 506.00   |
| Kohnen, Jessica                | 2011 Clothing Allowance              | 60.00    |
| Metro Sales, Inc.              | PD – Copier Agreement                | 57.05    |
| Minnesota UC Fun               | Work Comp., Unemployment             | 671.53   |
| My-Lor, Inc.                   | Alum ID Tags – FD                    | 14.73    |
| Northern Beverage Dist.        | Liquor Store Inventory               | 1,833.10 |
| Resco                          | Inventory                            | 3,018.81 |
| Schott Distributing Co.        | Liquor Store Inventory               | 3,736.91 |
| Spring Grove Soda Pop, Inc.    | Liquor Store Inventory               | 184.70   |
| Affordable Technology Sol.     | Anti-Virus Renew                     | 384.74   |
| Caledonia True Value           | Misc. Supplies                       | 377.31   |
| Everett & Vanderwiel, PLLP     | Labor / Services                     | 911.00   |
| Expert T Billing               | Contracted Billing                   | 643.50   |
| G & F Distributing             | Liquor Store Inventory               | 501.50   |
| Jack Neumann Trucking          | Liquor – Freight Expense             | 108.00   |
| Johnson Brothers Liquor Co.    | Liquor Store Inventory               | 1,620.30 |
| Phillips Wine & Spirits Co.    | Liquor Store Inventory               | 1,462.49 |
| Ranzenberger, Dorothy          | 2011 Clothing Allowance              | 60.00    |
| Streicher's                    | Citation Holders & Battery           | 212.91   |
| Tostrud & Temp                 | 2010 Audit – Final Billing           | 7,250.00 |
| Ziebell's Hiawatha Foods, Inc. | Liquor Store Inventory               | 37.60    |
| Ability Building Center        | Rec Park – Groundskeeping            | 116.00   |
| E O Johnson Company            | Copier Agreement                     | 111.00   |
| K Properties                   | Tax Abatement                        | 495.71   |
| Kids Corner Daycare            | Tax Abatement                        | 845.40   |
| Sno Pac Foods, Inc.            | Tax Abatement                        | 1,327.52 |
| St. Mary Scrip Program         | Rec Park – Tournament Exp.           | 25.00    |
| Streicher's                    | Citation Holders                     | 74.97    |
| Winona Controls, Inc.          | Tax Abatement                        | 741.54   |
| Witt Real Estate, LLC          | Tax Abatement                        | 489.32   |
| Buttell's Lighting             | Street Lighting – Bulbs              | 512.74   |
| Kraus Oil Co., Inc.            | Unleaded                             | 1,963.50 |
| Meyer, Michael                 | Mow Two Yards                        | 150.00   |
| Secretary of State             | UCC FIN Amend                        | 20.00    |
| Yaggy Colby Associates         | MN DOT MCPL Agreement                | 411.12   |
| Around Town Promotions         | Sign Rental                          | 125.00   |
| B.B. & City                    | Meter Deposit Refund                 | 126.13   |
| Becker & Stemper Electric, LLC | Light – Install Photo Eye            | 122.95   |
| Bound Tree Medical, LLC        | Ambulance – Supplies                 | 276.02   |
| Business Financial Planning    | Cafeteria Plan                       | 396.91   |
| Caledonia Conv. & Tourism      | Tourism                              | 1,408.85 |

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|--------------------------------|-----------------------------|-----------|
| City of Caledonia Emp. Assn.   | Association Dues            | 70.00     |
| D.C. & City                    | Meter Deposit Refund        | 201.80    |
| Commissioner of Revenue        | State Withholding           | 1,719.55  |
| D. D. & City                   | Meter Deposit Refund        | 125.27    |
| Edwards Investments            | TIF 2-2 Interest Payment    | 3,868.05  |
| Gavin, Mike                    | Animal Control              | 75.00     |
| C.G. & City                    | Meter Deposit Refund        | 125.25    |
| J.H. & City                    | Meter Deposit Refund        | 75.68     |
| Houston Co. Treasurer          | Ho. Co. Collection Site     | 3,342.50  |
| ING Institutional Plan Serv.   | Payday 7-26-11              | 580.00    |
| C.M. & City                    | Meter Deposit Refund        | 126.13    |
| McMaster-Carr Supply Co.       | FD – Misc. Equipment        | 73.28     |
| Merchants Bank                 | Federal/FICA/Medicare       | 8,538.14  |
| MN Benefit Association         | Payday 7-26-11              | 114.41    |
| NCPERS Minnesota               | Payday 7-26-11              | 80.00     |
| Nelson, Robert L.              | Consulting Fee              | 15.00     |
| Northern Beverage Distribution | Liquor Store Inventory      | 1,179.75  |
| Public Emp. Retirement Assn.   | Payday 7-26-11              | 6,252.86  |
|                                | Meter Deposit Refund        | 125.17    |
| Schott Distributing Co., Inc.  | Liquor Store Inventory      | 5,133.95  |
|                                | Meter Deposit Refund        | 75.68     |
| Southern Wine & Spirits of MN  | Liquor Store Inventory      | 1,734.57  |
|                                | Meter Deposit Refund        | 126.13    |
| Spring Grove Soda Pop, Inc.    | Liquor Store Inventory      | 91.35     |
|                                | Meter Deposit Refund        | 201.80    |
|                                | Meter Deposit Refund        | 126.13    |
|                                | Meter Deposit Refund        | 126.13    |
| Verizon Wireless               | Communication Expense       | 98.33     |
| Water Tower Clean & Coat, Inc. | Riser Pipe Repair Project   | 13,100.00 |
| West Main Townhomes of Cal     | TIF Payment                 | 5,574.85  |
| Winona Mechanical              | South Street Sewer Rehab    | 22,139.23 |
|                                | Meter Deposit Refund        | 250.06    |
| Ziebell's Hiawatha Foods, Inc. | Liquor Store Inventory      | 67.04     |
| Ace Link Telecommunications    | Communication Expense       | 1,218.58  |
| Bound Tree Medical, LLC        | Supplies                    | 744.10    |
| MN Department of Revenue       | Sales / Use Tax             | 18,282.00 |
| Northern Beverage Distribution | Liquor Store Inventory      | 1,330.15  |
| Resco                          | Inventory                   | 2,494.06  |
| Richard's Sanitation           | Recycling – Collections     | 6,119.10  |
| Schott Distributing Co., Inc.  | Liquor Store Inventory      | 3,499.65  |
| Spring Grove Soda Pop, Inc.    | Liquor Store Inventory      | 144.75    |
| Tri-State Ambulance, Inc.      | Intercept Fee               | 750.00    |
| VISA                           | Misc.                       | 284.40    |
| Becker, Jean                   | Reimbursement – Cal Tourney | 162.47    |
| Commissioner of Revenue        | State Withholding           | 277.54    |
| DuCharme, Ron                  | Reimbursement – Cal Tourney | 232.16    |
| Jack Neumann Trucking          | Liquor – Freight Expense    | 80.00     |
| Johnson Brothers Liquor Co.    | Liquor Store Inventory      | 2,015.22  |

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|--------------------------------|---------------------------|----------------------|
| Merchants Bank                 | Federal/FICA/Medicare     | 1,585.34             |
| Meyer, Michael                 | Tow Lawn on Main Street   | 75.00                |
| Paustis & Sons Wine Company    | Liquor Store Inventory    | 339.00               |
| Phillips Wine & Spirits Co.    | Liquor Store Inventory    | 878.14               |
| Principal Life                 | Life/Ad&d/STD             | 563.34               |
| Public Emp. Retirement Assn.   | Payday 8-2-11             | 981.47               |
| Verizon Wireless               | Communication Expense     | 41.67                |
| Vonderohe, Daryl               | Reimbursement Tourney Fee | 75.00                |
| Credit Bureau Data, Inc.       | Utility Collection Fees   | 145.84               |
| King, Randy                    | Reimbursement Tourney Fee | 150.00               |
| Blue Cross Blue Shield of MN   | Health Insurance          | 28,896.00            |
| MN Energy Resources            | Natural Gas               | 1,507.26             |
| Northern Beverage Distribution | Liquor Store Inventory    | 2,684.85             |
| Schott Distributing Co, Inc.   | Liquor Store Inventory    | 4,700.45             |
| Southern Wine & Spirits of MN  | Liquor Store Inventory    | 234.00               |
| Spring Grove Soda Pop, Inc.    | Liquor Store Inventory    | 113.75               |
| Ziebell's Hiawatha Foods, Inc. | Liquor Store Inventory    | 44.22                |
|                                |                           | <u>\$ 198,279.32</u> |

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 for July 2011. All members present voted in favor and the motion was declared carried.

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|-------------------------------|-------------------------------------|-----------|
| Affordable Technology Sols.   | Office Supplies                     | 798.95    |
| Airgas North Central          | Oxygen/Acetylene                    | 97.07     |
| Alco Discount Store           | Air Conditioner / Cleaning Supplies | 164.53    |
| Amaril Uniform Company        | Safety Uniforms                     | 733.86    |
| Artic Glacier Inc.            | Ice                                 | 441.04    |
| Becker & Stemper Construction | Caledonia Care & Rehab              | 5,825.00  |
| Ben Meadows                   | Marking Paint                       | 201.73    |
| Bonanza Grain, Inc.           | Crushed Rock                        | 84.97     |
| Border States Electric Supply | Light – Inventory                   | 140.13    |
| Bound Tree Medical, LLC       | Ambulance – Supplies                | 178.73    |
| Buttell's Lighting            | City Hall – Bulbs                   | 106.34    |
| Caledonia Implement Co.       | Repair Parts                        | 21.38     |
| Caledonia Lumber Co, Inc.     | Materials                           | 243.97    |
| Caledonia Oil Company         | Diesel                              | 2,040.74  |
| Caledonia Ready Mix, Inc.     | Sewer Line Repairs                  | 1,085.85  |
| Carquest Auto Parts Store     | Misc.                               | 125.65    |
| City of Caledonia – Utilities | Electric, Water, Sewer              | 12,281.23 |
| Comm & Econ Development       | EDA Services                        | 8,778.00  |
| Crystal Canyon / Ecowater     | Drinking Water                      | 29.08     |
| Curt & Candy's Hardware Hank  | Misc.                               | 67.46     |
| D S Electric Supply, Inc.     | Inventory                           | 7,338.30  |
| Dahl Automotive               | Car #19 Repair Parts                | 92.50     |
| Dalco                         | Can Liners, Med Gloves, Tape        | 280.46    |
| Davy Engineering              | Engineering Fee's                   | 6,774.47  |

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|--------------------------------|-----------------------------------|----------------------|
| Davy Laboratories              | Lab                               | 1,606.43             |
| ECM Publishers, Inc.           | Advertisements                    | 1,177.87             |
| Ellingson Motors               | Van Repairs                       | 587.13               |
| Extreme Beverage, LLC          | Liquor Store Inventory            | 33.50                |
| Farmers Coop Elevator Co.      | Storm Sewer Materials, Gloves     | 48.58                |
| First Supply                   | Water – Repair Parts              | 361.38               |
| FS3, Inc.                      | Light – Misc.                     | 25.57                |
| Gopher State One Call          | Light – Location Notifications    | 63.90                |
| Hawkins, Inc.                  | Chemicals                         | 1,434.90             |
| Hoskins Electric Company       | Liquor Store – Light Repair       | 138.92               |
| Innovative Office Solutions    | Clerk’s Office – Calculator       | 60.28                |
| Jack Neumann Trucking          | Freight Expense                   | 45.00                |
| Karian Peterson Power Line     | 2011 Project                      | 125,000.00           |
| Ken’s Small Engine             | Saw Chains                        | 57.68                |
| Landscape Structures           | Playground Equipment Repair Parts | 1,963.72             |
| Law Enforcement Systems, Inc.  | PD – Misc. Supplies               | 350.00               |
| Mayo Clinic Health System      | HCP Cards                         | 115.00               |
| Medtox Laboratories, Inc.      | PD – Drug Screen(s)               | 42.80                |
| Menard’s                       | Light Bulbs                       | 41.86                |
| Merchants Bank                 | ACH Fee                           | 27.78                |
| Mississippi Welders Supply     | Oxygen                            | 122.96               |
| MN Municipal Beverage Assn.    | Annual Association Dues           | 510.00               |
| Myhre Construction LLC         | Grind/Clean Up Stumps             | 805.50               |
| Northern Safety Co, Inc.       | Safety Uniforms                   | 342.93               |
| Printy Quik                    | Pool Project – Deposit Stamp      | 35.22                |
| Resco                          | Light – Inventory                 | 5,467.46             |
| Richard’s Sanitation           | Refuse Disposal                   | 187.01               |
| Rippe, Hammell & Murphy        | Prosecution Matters               | 1,957.50             |
| Schilling Supply Company       | Towels, Copy Paper, Bags, Cups    | 591.47               |
| Schulze Plumbing & Heating     | Main Break                        | 1,917.50             |
| St. Mary Auto Body Shop        | Tow’s                             | 235.12               |
| Star Energy Services           | 2011 Project                      | 8,381.87             |
| Storey Kenworthy               | Laminating Pouches                | 31.41                |
| Streicher’s                    | Flag Patches                      | 22.47                |
| Stuart C. Irby                 | Light – Inventory                 | 503.38               |
| Tri-County Electric Co-op      | Electric Energy                   | 203,734.61           |
| United Auto Supply, Inc.       | Misc.                             | 112.94               |
| USAQuatics, Inc.               | Pool – Schematic Design           | 4,000.00             |
| Wirtz Beverage Minnesota       | Liquor Store Inventory            | 2,145.23             |
| WWTP MPCA PFA Loan             | Loan Payment                      | 3,500.00             |
| Ziebell’s Hiawatha Foods, Inc. | Liquor Store Inventory            | 56.44                |
| Mayo Health Care Systems       | PD – Drug Screen(s)               | 36.00                |
|                                |                                   | <u>\$ 416,810.76</u> |

OLD BUSINESS. None.

NEW BUSINESS.

A. PERA RESOLUTIONS FOR PART-TIME POLICE OFFICERS. City Clerk/Administrator Feely shared that attached with the agenda were three resolutions declaring that the following part-time police officers meet the requirements to obtain coverage in the Public Employees Police and Fire Plan as per Minnesota Statutes 353.63: Tyler Heiden, Jacklyn Lund, and Jase Guetter. Discussion ensued. All members present voted in favor and the motion was declared carried.

B. 2011 ELECTRICAL PROJECT EXTENSION REQUEST FROM KARIAN PETERSON. City Clerk/Administrator Feely shared that attached with the agenda was a 3-4 week project extension request from Karian Peterson and Page 1 of the Construction Labor Contract between the City of Caledonia and Karian Peterson for 2011 electrical work. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Lemke, to grant a 4 week project extension. All members present voted in favor and the motion was declared carried.

C. AMBULANCE DIRECTOR REQUEST TO INCREASE NO TRANSPORT BILLING FEE. City Clerk/Administrator Feely shared that attached with the agenda was an email request from Ambulance Director Mike Tornstrom to increase the No Transport Fee from \$75.00 to \$150.00. Discussion ensued regarding how many no transport calls the department has had in 2011, and under what circumstances the City does not get paid for such calls. Member Fisch inquired as to whether insurance covers no transports. Member Fisch went on to point out that if insurance doesn't cover transports, then there is no sense in sending to Expert T. Billing, as doing so results in a charge to the City. A motion was made by Member Murphy to table the matter.

D. FEDERATED PAYMENTS APPLICATION. City Clerk/Administrator Feely shared that attached with the agenda was a Change of Officer Application from Federated Payments, the company that Hometown Liquor uses for credit card processing. It was noted that the need for a change of officer form came about after the City Accountant contacted Federated Payments to remove a former employee's name from the billing statement. In order to make such a change, the former employee had to fill out a form authorizing their name to be removed from the account. Discussion ensued regarding contacting local banks to inquire about obtaining the most competitive rate. It was noted that Merchants Bank and Bank of the West were contacted in March 2010 regarding this matter. Member Lemke suggested that the City contact Eitzen State Bank to find out what kind of rate they could offer. Discussion further ensued. A motion was made by Member Murphy, seconded by Member Fisch, to authorize filling out and submitting the Change of Officer Application with Federated Payments for Hometown Liquor credit processing. All members present voted in favor and the motion was declared carried.

E. RELEASE OF LIABILITY WAIVER FORM FOR POOL PARTY. City Clerk/Administrator Feely shared that attached with the agenda was a Participant General Release and Indemnification Agreement, which was put together based upon a sample waiver provided by the League of Minnesota Cities. Mayor Burns stated that since the pool party is a fundraiser to benefit the pool, it would not be necessary to require participants to sign a release of liability waiver. Discussion ensued. The consensus of the Council was to forgo requiring participants to sign a release of liability waiver as the pool party benefits the City.



F. DOLPHINS' REQUEST FOR FREE POOL ADMISSION. City Clerk/Administrator Feely shared that a request was received from the Caledonia Dolphins to allow free admission to the pool during the pool party as well as a single and family membership for 2012 to use as prizes. Discussion ensued. A motion was made by Member Fisch, seconded by Member Vick, to grant free admission to the pool during the pool party as well as authorize donating a single and family pass for the 2012 season to be used as prizes. All members present voted in favor and the motion was declared carried.

G. COURT TESTIMONY: RANDY SHEFELBEINE. City Clerk/Administrator Feely shared that attached with the agenda was an email received from the former Chief of Police, Randy Shefelbine, regarding being subpoenaed to testify in felony case in Houston County for a case in which he worked with while employed with the Caledonia Police Department. Due to the fact that Shefelbine lives in Colorado and concerns with travel costs, discussion ensued regarding the need to explore all travel options, including renting a car, flying, or bus. The consensus was for City Clerk/Administrator Feely to research the most economical option available. It was noted that Shefelbine's hourly wage will be \$39.90 for time spent testifying.

H. CREDIT BUREAU DATA, INC. City Clerk/Administrator Feely shared that three requests for Suit Authorization from Credit Bureau Data, Inc. were recently received for past due ambulance and utility billing claims. Discussion ensued. A motion was made by Member Fisch, seconded by Mayor Burns, to approve signing the Suit Authorizations forms. A second motion was made by Member Fisch, seconded by Member Murphy, granting the Clerk/Administrator authority to sign Suit Authorization requests from Credit Bureau Data, Inc. regarding past due ambulance and utility claims on behalf of the City from this point forward. All members present voted in favor and the motion was declared carried.

#### CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Attached with the agenda was the Employee Time Record for July 11, 2011 – July 24, 2011. A motion was made by Mayor Burns, seconded by Member Lemke, to approve the Employee Time Record for the period of July 11, 2011-July 24, 2011.

B. POLICE OFFICER ACTIVITY LIST. Attached with the agenda was the Police Officer Activity List for July 2011.

C. ANIMAL CONTROL ACTIVITY LIST. Attached with the agenda was the Animal Control Activity List for July 2011.

D. FINAL POOL DESIGN AND BUDGET UPDATE. City Clerk/Administrator Feely shared that USAquatics is working on the final design and budget. It was noted that the final design and budget should arrive at City Hall within the next two weeks. Member Murphy stated that he would like to see what the operating cost of the final pool design will be. Discussion ensued.

E. LABOR NEGOTIATIONS. City Clerk/Administrator Feely shared that she sent a letter to the Caledonia Employee Association and the Police Association inviting them to begin the negotiations process. Discussion ensued regarding what Councilmembers would serve on the Negotiations Committee. Mayor Burns stated that he would like to see the same committee

negotiate with both associations so as to be in the loop as to what is discussed with each of the associations. It was noted that Mayor Burns and Member Vick will make up the Council Committee for negotiations with the Employee and Police Associations. Member Fisch stated that he would like to go into closed session at the upcoming meeting to discuss labor negotiation strategy.

MISCELLANEOUS. None.

ADJOURNMENT. A motion to adjourn was made by Member Vick, seconded by Member Lemke, at 9:40 p.m. All members present voted in favor and the motion was declared carried.

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Jennifer Feely  
City Clerk/Administrator

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Robert H. Burns  
Mayor