REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, September 10, 2012

CALL TO ORDER: Following due call and notice thereof, Member Fisch called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Robert H. Burns (6:14 p.m.); Council Members: Randi Vick, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: Interim City Clerk/Administrator Paul Sparks and Secretary Jessica Kohnen. Visitors present: Bob Klug, Jim Jennings, Alan Meyer, Steve Bauer and Caledonia Argus Reporter Clay Schuldt.

AGENDA APPROVAL: A motion was made by Member Vick, seconded by Member Lemke to approve the Agenda with the following additions: Exempt Permit and Payment of Fire Truck to the Consent Agenda. Further, to add a Multi-Agency Law Enforcement Joint Power Agreement to New Business. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA: A motion was made by Member Lemke, seconded by Member Murphy, 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, August 27, 2012 and the Special Meeting held Tuesday, September 5, 2012.

B. REGISTRATION FEE: To authorize Patty Gavin, Liquor Store Manager to attend the Minnesota Municipal Beverage Association Regional Meeting in Austin, MN on October 17, 2012, for a registration fee of $15.00.

C. APPLICATION FOR EXEMPT PERMIT: To approve an Application for Exempt Permit submitted by the Caledonia Rod and Gun Club for an event to be held October 27, 2012 at Good Times Restaurant and Bar to include a raffle.

D. PAYMENT AUTHORIZATION: To authorize payment to First Banker's Corporation for the Alexis Air Pumper in the amount of $74,739.00 and to authorize Mayor Burns to sign the document.

VISITORS AND COMMUNICATIONS.
A. WATER LEAK ISSUE AT CALEDONIA IMPLEMENT: Bob Klug, Alan Meyer, Jim Jennings and Steve Bauer, all of who are property owners along STH 44/76 approached the Council asking what their intention was for water service along STH 44/76. Mr. Klug explained there is a water service line that goes across his property at Caledonia Implement that supplies water to Caledonia True Value, Meyer Gardens, Caledonia Lumber and one home. That service line has been leaking since February of 2012 and is beginning to damage the retaining wall at their place of business. Mr. Klug would like to see a water main ran along STH 44/76 where the current electric utilities are. Mr. Klug informed the Council that Administrative Coordinator Mike Gerardy is aware of the water leak and has been down to visit the property a number of times. Mr. Klug was informed that the City is working with Davy Engineering to come up with some solutions for their properties and this problem will be revisited at future meetings.

B. COMMUNICATIONS: Dave Dockendorf request for policy change regarding light bill base charge: Interim City Clerk – Administrator Sparks informed the Council Mr. Dockendorf

was the owner of the Loreto Heritage Apartment Building here in Caledonia and would like to see a policy change so the City is not charging the base rate for electric service to both he and a tenant moving out in the same month; therefore the city is collection two base charges for the same service in a one month period. The Council agreed by general consensus to not change the policy.

(6:14 p.m. Mayor Burns arrived at the meeting)

CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Vick, to approve the Prepaid Claims List for August 2012. All members voted in favor and the motion was declared carried.

Bank of Zumbrota	General Obligation Revenue Note	16,670.00
EO Johnson Company	Clerk's Office – Copier Agreement	574.85
Houston County Recorder	Recording Fee – Ross Meyer	46.00
Kraus Oil Company Inc.	Unleaded	1,696.50
Resco	Light – Inventory	5,307.41
Rippe, Hammell & Murphy	General Matters & Prosecution Matters	3,763.10
Sparks, Paul	Interim City Clerk	3,970.17
Steele Cons. & Landscaping	Stump Removal	1,470.00
B & M Service Center	Diesel	205.00
Deters, Anita	Election Judge	116.00
Faulks Brothers Construction	Red Diamond Mix	652.23
Freigo, Ronald	Election Judge	83.38
Fruechte, Luetta	Election Judge	116.00
Gensmer, Ethelyn	Election Judge	184.00
Grippen, Lee	Election Judge	72.50
Hanson-Morey, Sandy	Election Judge	14.50
Hayes, Jane	Election Judge	76.13
Kaufmann, Patricia	Election Judge	116.00
Mary Ellen Lapham	Election Judge	83.38
Leary, Mary	Election Judge	83.38
Metro Sales, Inc.	Copier Agreement	58.73
Mulvenna, Iyla	Election Judge	116.00
Noel, Rita	Election Judge	164.94
Northern Beverage Distribution	Liquor Store Inventory	2,733.15
Resco	Light – Inventory	1,391.67
Schott Distributing Co, Inc.	Liquor Store Inventory	2,338.05
Schroeder, Robert	Election Judge	116.00
Schulte, Winnifred	Election Judge	76.13
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	178.70
St. Mary, Lolita	Election Judge	192.00
Standish, Vera	Election Judge	83.38
Business Financial Planning	Cafeteria Plan	455.95
City of Caledonia Emp. Assn.	Association Dues	70.00
Commissioner of Revenue	State Withholding	1,242.44
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	344.96
ING Institutional Plan Services	Payday 8-21-12	480.00
Merchants Bank	Federal/FICA/Medicare	6,167.66
MN Benefit Association	Payday 8-21-12	97.59
NCPERS Minnesota	Payday 8-21-12	80.00
Public Emp. Retirement Assn.	Payday 8-21-12	5,430.25

Caledonia True Value	Miscellaneous Items	312.55
David Drown Associates	TIF Consulting	3,000.00
Jack Neumann Trucking	Liquor – Freight Expense	40.00
Principal Life	Life/Ad&d/STD	527.59
Tri-State Ambulance, Inc.	Intercept Fee	250.00
US Postal Service	Clerk's Office – Postage Stamps	190.00
Wirtz Beverage Distribution	Liquor Store Inventory	2,159.22
Mayo Clinic Health System	Heartsaver / First Aid Cards	138.00
Printy Quik	Folding Fee	10.69
Resco	Light – Inventory	1,089.17
Burns, Robert H.	Misc. Expense	35.32
Caledonia Conv. & Tourism	Tourism	957.80
G & F Distributing	Liquor Store Inventory	132.50
Mathy Construction Company	North Kingston Street	21,100.00
Northern Beverage Distribution	Liquor Store Inventory	3,224.90
Printy Quik	Folding Fee	51.30
Schott Distributing Co, Inc.	Liquor Store Inventory	10,530.73
Caledonia Ready Mix, Inc.	Store Sewer Materials	125.04
Dalco	Misc. Supplies	300.02
Houston Co. Recorder	Recording Fee	46.00
Houston Co. Treasurer	Ho. Co. Collection Site	3,340.00
I State Truck Center	2001 Dump Truck	51,000.00
Jack Neumann Trucking	Liquor – Freight Expense	75.00
Jim Busta Band	Music in the Park	-599.99
Johnson Brothers Liquor Co.	Liquor Store Inventory	1,382.52
Phillips Wine & Spirits Co.	Liquor Store Inventory	1,182.25
Nelson, Carol	Reimbursement – Supplies for Kickoff	26.38
Sparks, Paul	Interim City Clerk	2,569.24
Ankerson & City, Alvin	Meter Deposit Refund	250.16
Buxengard & City, Lindsey	Meter Deposit Refund	250.30
Cleven & City, Corey	Meter Deposit Refund	250.03
Colsch & City, Cody	Meter Deposit Refund	250.25
Derzon & City, Tony	Meter Deposit Refund	250.29
Gerardy, Mike	Reimbursement Travel Expense	11.23
Gordon & City, Jason	Meter Deposit Refund	125.10
Gundersen Lutheran	Police – Records Request	38.22
Houston Co. Treasurer	2001 Dump Truck Tax/License	3,348.25
Klug & City, Brian	Meter Deposit Refund	250.25
League of MN Cities	2012-2013 Membership Dues	2,718.00
Lee & City, Christopher	Meter Deposit Refund	250.33
Mitchell & City, Elizabeth	Meter Deposit Refund	250.28
MN Department of Revenue	Sales/Use Tax	24,572.00
Northern Beverage Distribution	Liquor Store Inventory	1,890.90
Olson & City, Joann	Meter Deposit Refund	250.25
Palen & City, Shane	Meter Deposit Refund	250.25
Pieper, Nancy	Balance on Acct after moving	156.24
Resco	Light – Inventory	551.62
Richard's Sanitation	Recycling Collection Fees	5,992.45
Schott Distributing Co., Inc.	Liquor Store Inventory	4,005.60
Southern Wine & Spirits of MN	Liquor Store Inventory	1,019.75
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	189.20
VISA	Miscellaneous Items	214.97
Business Financial Planning	Cafeteria Plan	455.95

Caledonia Police Association	PD Association Dues	50.00
Commissioner of Revenue	State Withholding	1,386.96
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	344.96
ING Institutional Plan Services	Payday 9-12-12	480.00
Merchants Bank	Federal/FICA/Medicare	6,804.40
Public Emp. Retirement Assn.	Payday 9-4-12	6,031.85
Crescendo Consulting LLP	Pool Project Consulting Services	9,507.00
Northern Beverage Distribution	Liquor Store Inventory	1,728.60
Skillings, Ryan	Reimbursement Fuel Expense	78.45
Verizon Wireless	Communication Expense	206.24
Ace Link Telecommunications	Communication Expense	1,077.90
Blue Cross Blue Shield of MN	Health Insurance	26,651.00
Dakota Supply Group	Water Meters	201,475.10
Four Seasons Community Center	Pool Project Rental/Kick-Off	325.00
		$ 464,253.69

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Member Fisch, to approve the Prepaid Claims List for August 2012 including the additional ones submitted at the meeting. All members voted in favor and the motion was declared carried.

Ability Building Center	Groundkeeping Crew	87.00
Abrams & Schmidt, LLC	Consulting Attorney	4,840.00
Affordable Technology Sol.	Office Supplies & Tech Services	648.28
Alco Discount Store	Cleaning Supplies, Office Supplies	190.81
American Highway Products	Manhole Adjusting Rings	101.93
American Safety Utility Corp.	Replacement Tool	103.73
Artic Glacier, Inc.	Ice	397.10
Astrup Drug, Inc.	Supplies	278.73
Baker & Taylor Books	Library Books	192.19
Becker & Stemper Electric	Storm Damage Repair	181.37
Bonanza Grain, Inc.	Maintenance Materials	765.23
Bound Tree Medical, LLC	Misc. Supplies	338.37
Brown Traffic Products, Inc.	Flashing Beacon System	9,693.56
Caledonia Implement Co.	Repair Parts	1,259.65
Caledonia Oil Company	Fire Department Maintenance	55.40
Carquest Auto Parts Store	Bulbs, Battery, Misc.	954.46
Century Manufacturing Corp.	Cleaning Supplies	574.82
City of Caledonia Utilities	Electric, Water, Sewer	13,883.70
Credit Bureau Data, Inc.	Utility Collection Fees	138.18
Davy Engineering	Sewer Rehab Refunding	5,980.73
Davy Laboratories	Lab	1,811.84
Demco	Book Covers/Labels/Etc.	76.60
Dept. of Labor & Industry	License Renew	45.00
ECM Publishers	Advertisements	1,728.37
Expert T Billing	Contracted Billing	600.00
Farmer's Coop Elevator	Small Equipment	42.70
First Supply LLC	Storm Sewer Repair Materials	84.70
FS3, Inc.	Uniforms for Tim Evans	352.88
Gopher State One Call	Location Notifications	111.75
Griffin Construction Co, Inc.	Sewer Rehab 2012 Payment No. 1	90,196.01
Hawkins, Inc.	Chemicals	999.24
Hoskins Electric Company	Repair Cut Unmarked Wire	172.26

Innovative Office Solutions	Office Supplies	222.92
Itron, Inc.	Hand Held Repair	1,063.41
Jr. Burroughs Blading	Richard's Road Repair	693.00
Ken's Small Engine	Truck Repair Parts	68.06
Lackore Electric Motor Repair	Drill Bit	15.79
LaCrosse Forage & Turf Seed	Grass Seed	52.19
League of MN Cities	2012-2013 Mayor Membership	30.00
Menard's	Water Shut off Repair	18.92
Merchants Bank	Ach Fee	30.65
Midwest Tape	DVD's	167.92
Minnesota Dept. of Commerce	2nd Quarter Fiscal Year	469.04
Minnesota Dept. of Health	Water Service Connection Fee	1,809.00
Minnesota Pipe & Equipment	Red Marking Paint	255.60
Mississippi Welders Supply Co.	Oxygen	130.53
Northern Safety Co, Inc.	Reflective Shirts	280.03
Oxmoor House	Library Book	36.91
Printy Quik	Pool Project – Campaign Flyers	126.11
PT Welding & Driveshaft Repair	Fabricate Part & Labor	237.27
Quillin's IGA	Liquor Store Inventory	42.32
Resco	Inventory	809.44
Richard's Sanitation	Refuse Disposal	316.10
Rippe, Hammell & Murphy	General & Prosecution Matters	3,238.50
Schilling Supply Company	Bags, Towels, Paper	308.48
Schmitz Refrigeration & Heating	PD Air Conditioner Repair	122.90
Schott Distributing Co, Inc.	Liquor Store Inventory	3,523.50
Schulze Plumbing & Heating	Storm Sewer Repair	140.90
SE Libraries Cooperating	Library – Auto Fees	395.42
SEMA Equipment, Inc.	Equipment Repair Parts	67.71
Seven Rivers Surplus, LLC	Misc. Supplies	32.06
Showcases	DVD Cases	59.80
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	170.20
Star Energy Services	2012 Project	1,188.51
Storlie's Portable Pit Stops	Toilet Rent	192.39
Taste of Home Books	Library Book	31.98
Tri-County Electric Co-op	Electric Energy	206,513.51
Tri-State Ambulance, Inc.	Maintenance Unit 258	404.91
United Auto Supply, Inc.	Fuel/Additive	18.65
US Postal Service	Stamped Envelopes	1,627.20
Water Systems Company	Drinking Water	20.47
WWTP MPCA PFA Loan Fund	Loan Payment	3,500.00
Zep Sales & Service	Trash Bags	167.71
		$ 365,486.89

OLD BUSINESS

A. COPIER BIDS FOR MAIN OFFICE: Interim City Clerk – Administrator Sparks informed the Council that the morning after the previous Council Meeting a representative from Metro Sales requested to also bid the main office copier machine. The Metro Sales bid came in at $3,207.72 and the E O Johnson bid was $3,304.00. After brief discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to enter into a 60 month lease agreement with E O Johnson for a new color copy machine for the Clerk's Office based on the past history of their customer service and since the current copy machine is also from E O Johnson. Member voting in favor: Lemke, Vick, Burns and Fisch. Opposed: Murphy. The motion was declared carried.

B. ANIMAL CONTROL POSITION AGREEMENT: Mayor Burns informed the Council that the personnel committee interviewed two applicants for the animal control position. He gave an overview of both applicants and stated the personnel committee recommends Nick Rask be hired as the animal control officer as they believe he will operate in the same manner as Mr. Gavin did. Further, Mr. Rask is more familiar with the community and feels he will have good communication with people. A motion was made by Mayor Burns, seconded by Member Murphy, to hire Nick Rask to replace Mike Gavin as the Animal Control Officer at the same rate of pay as Mr. Gavin was receiving. Member Lemke asked if Mr. Rask was aware this was a 24/7 seven days a week job and where he planned to keep the animals. Mayor Burns indicated he was aware of the hours and that he has an out building at his country residence that he plans to keep the animals in. Member Fisch inquired if he could start immediately and the response was yes he could. Member Vick asked if Marcy Jensen was doing the animal control in the interim and the response was yes. Following all discussion, Mayor Burns stated they would vote by roll; member voting in favor: Lemke, Burns, Fisch and Murphy. Opposed: Vick. The motion was declared carried.

C. COMPUTER SERVICE AND MAINTENANCE AGREEMENT: Interim City Clerk – Administrator Sparks along with Secretary Jessica Kohnen recommends entering into a Maintenance with Affordable Technology Solutions to provide routine maintenance on the Clerk's Office compute server as well as the Police Department server. Discussion included how many hours and how often we think they need to come. The Council would like Sue Bauer, owner of Affordable Technology to give her recommendation on how often they would need to come.

NEW BUSINESS

A. SETTING THE PROPOSED TAX LEVY: Interim City Clerk – Administrator Sparks asked the Council if they had any questions or comments after the Special Meeting they had to discuss the proposed tax levy on September 5th. After brief discussion, a motion was made by Mayor Burns, seconded by Member Fisch, to set the 2013 proposed tax levy at 8%. All members voted in favor and the motion was declared carried. Member Murphy wanted it noted that the 2012 proposed tax levy was set at 6% and the final tax levy was 3%.

B. GRIFFIN CONSTRUCTION PAY ESTIMATE: Based upon the recommendation of Davy Engineering, Member Fisch made a motion, seconded by Member Murphy, to approve the pay estimate to Griffin Construction in the amount of $90,196.01. All members voted in favor and the motion was declared carried.

C. MULTI-AGENCY LAW ENFORCEMENT JOINT POWERS AGREEMENT: Interim City Clerk – Administrator Sparks distributed the Multi-Agency Law Enforcement Joint Powers Agreement. By signing the agreement, we agree to enter into a multi-agency task force intended to investigate and prosecute crimes committed against children. If our Police Department is involved in such case, there is $320,000 available in grant monies to reimburse overtime expenses. Following discussion, a motion was made by Mayor Burns, seconded by Member Lemke, to enter into the Multi-Agency Law Enforcement Joint Powers Agreement. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. EMPLOYEE TIME RECORDS: Enclosed with the Agenda was the Employee Time Record for pay period August 20 – September 2, 2012.

B. RESOLUTION 14-2012 AUTHORIZING PERA FOR PART-TIME POLICE OFFICER: Enclosed with the Agenda was Resolution 14-2012 authorizing PERA for Thomas Mueller, part-time police officer. A motion was made by Mayor Burns, seconded by Member Lemke, to approve Resolution 14-2012. All members voted in favor and the motion was declared carried.

C. TIM PENNY OF SEMIF VISIT TO CALEDONIA: Interim City Clerk – Administrator Sparks shared that Tim Penny from SEMIF would like to come on Monday, November 12, 2012. There would be a Special EDA Meeting at 5:00 p.m. with the Regular City Council Meeting at 6:00 p.m. that evening. Member Vick informed the Council that was the date Veteran's Day would be observed. Mr. Sparks will e-mail Mr. Penny and ask him to change the date to November 13.

D. MINNESOTA ASSOCIATION OF SMALL CITIES MEMBERSHIP: Interim City Clerk – Administrator Sparks asked the Council if they wished to join the Minnesota Association of Small Cities. The consensus was they did not wish for the City to join.

E. LEAGUE OF MINNESOTA CITIES REGIONAL MEETING: Enclosed with the Agenda was a notice of the League of Minnesota Cities Regional Meeting to be held in Lanesboro on Wednesday, October 3, 2012. Mayor Burns indicated he would plan to attend.

CLOSED SESSION: Mayor Burns recessed meeting and asked to go into closed session to discuss union negotiations. The closed session was recorded beginning at 8:00 p.m. The September 6th, 2012, negotiating session was discussed. At 8:30 p.m. the closed session was closed and the regular meeting was re-opened.

ADJOURNMENT: There being no further business before the Council, Mayor Burns entertained a motion to adjourn. Member Vick moved to adjourn, seconded by Member Murphy. All voted in favor and the motion carried to adjourn at 8:32 p.m.

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Robert H. Burns
Mayor

_____
Paul Sparks
Interim City Clerk/Administrator