

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, January 8, 2018

CALL TO ORDER: Following due call and notice thereof, Mayor Schroeder called the meeting to order at 6:00 p.m. in the Council Chambers of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Schroeder led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor DeWayne “Tank” Schroeder, Robert Burns, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Casey Klug, public works and zoning director; Adam Swann, clerk-administrator. Visitor(s) present: Tom Kellogg, WSB & Associates, Inc.; Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Fisch moved to approve the consent agenda. Member Burns seconded the motion. The motion passed 3-0, with Member Lemke abstaining due to partial absence at Dec. 11, 2017 regular meeting and Member Vick abstaining due to absence at Dec. 19, 2017 special meeting. The consent agenda comprised the following items:

- a. Approval of minutes from December 11, 2017 regular meeting
- b. Approval of minutes from December 19, 2017 special meeting
- c. Accept resignation of Dylan Besse as member of Caledonia Fire Department

CLERK-ADMINISTRATOR:

a. Updates

i. Small Cities Development Grant application: Clerk-Administrator Swann reported that based on the City’s preliminary proposal, the City had been invited to proceed with the full application for a Small Cities Development Program grant. The Minnesota Department of Economic Development had received 48 applications; 36 of these had been invited to submit a full application.

ii. Ambulance Dept. application to provide part-time advanced life support service: Swann reported that Ambulance Director Mike Tornstrom had submitted the Ambulance Department’s application to become a part-time advanced life support service. The Minnesota Emergency Medical Services Regulatory Board was accepting comments on the City’s application.

NEW BUSINESS:

a. Consideration of plans and specifications for 2018 North Kingston Street Reconstruction Project: Tom Kellogg of WSB & Associates, Inc. updated Council on the plans and specifications for the 2018 N. Kingston St. Reconstruction Project. Public Works and Zoning Director Casey Klug reported that Minnesota Energy Resources had agreed to move the gas line in the right-of-way near the community center at no cost to the City. Council discussed several changes, including 1) extending the street work into the intersection of N. Kingston St. and Main St. in order to provide the proper grade for the sewer line, 2) using concrete around the manhole castings, and 3) replacing the retaining wall near the community center. Member Burns moved to 1) authorize the completion of the plans by WSB & Associates, Inc. with the adjustments discussed during the meeting and 2) finish preparing the plans and making them ready for advertising a bid-opening date of February 22, 2018. All members present voted in favor of the motion, and the motion passed.

b. Consideration of plan to convert overhead line to underground line and install new street lights on N. Kingston St.: Council reviewed cost estimates for burying the overhead power lines on N. Kingston St. and installing new street lighting. Star Energy Services estimated it would cost \$148,000 to convert the overhead line along N. Kingston St., although the City could probably save \$50,000 by doing some of the work with City personnel and material. With respect to new street lights, Voltmer Electric provided a quote of \$103,490 to install 21 poles and fixtures if the City purchased the poles and fixtures directly from the manufacturers at a cost of approximately \$47,880, for a total of approximately \$151,370. P&T Electric provided a quote of \$99,397 to install 21 poles and fixtures if the City purchased the poles and fixtures directly from the manufacturers at a cost of approximately \$47,880, for a total of \$147,277. Member Burns moved to approve 1) burying the overhead power lines and installing new street lighting as part of the N. Kingston St. project, using pole #2 manufactured by Millerbernd Manufacturing Company and an LED fixture similar to the one available through the Rural Electric Supply Cooperative, and 2) paying for the cost of burying the overhead lines using funds from the Electric Fund and paying for the poles and fixtures using funds from the General Fund. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Review of potential public nuisance at 620 S. Marshall St. (Parcel ID 211028000): Council reviewed a December 4, 2017 letter that had been sent by Public Works and Zoning Director Casey Klug to Chad Blumenstein, owner of 620 S. Marshall Street, concerning a pile of refuse and debris near the back corner of the house at 620 S. Marshall St. Council also reviewed photos of the refuse and debris that had been taken by Klug on November 29, 2017 and January 8, 2018, showing that the refuse and debris were in the same place and had not been removed despite the December 4, 2017 letter. Mayor Schroeder moved to declare the debris and refuse a public nuisance and order summary enforcement and abatement of the nuisance by the City if the debris and refuse were not eliminated by the property owner by January 18, 2018. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Review of potential public nuisance at 310 N. Ramsey St. (Parcel ID 210536000): Council reviewed photos showing that the junk vehicles at 310 N. Ramsey St. had been removed from the property, and the property had been cleaned up. No further action was taken by the Council.

e. Review of potential public nuisance at 316 S. 2nd St. (Parcel ID 210395000): Council reviewed a November 29, 2017 letter that had been sent by Public Works and Zoning Director Casey Klug to Mike Gavin concerning accumulating refuse and debris on the property and an unlicensed/unregistered vehicle. Klug reported that the letter had been sent certified to Gavin at 101 E. Madison St., Caledonia, MN 55921, but Gavin had not accepted the letter after three delivery attempts. Council reviewed photos of the refuse, debris, and unlicensed vehicle that had been taken by Klug on November 29, 2017 and January 8, 2018 showing that the refuse, debris, and unlicensed vehicle were present on the property. Member Burns moved the following: 1) to declare that the refuse, debris, and unlicensed vehicle were a public nuisance; 2) to order the property owner to eliminate the refuse and debris and register the vehicle within 10 days from date of receipt of notice of order; 3) to have the notice of order hand-delivered to the property owner by the Police Department; and 4) to have the City abate the nuisance if the property owner did not comply.

f. Review of potentially hazardous building at 119 S. Kingston St. (Parcel ID 210022000): Council reviewed a December 19, 2017 letter that had been sent by Public Works and Zoning Director Casey Klug to John Hauser and Diane Hauser, owners of 119 S. Kingston St., concerning the hazardous conditions of the building, which included but were not limited to a sagging roof, missing roof tiles, missing siding, and structural holes. Council reviewed photos of the property that had been taken by Klug on December 19, 2017, showing a sagging roof, missing roof tiles, missing siding, and structural holes. Klug reported that the condition of the property had not changed since the photos were taken. Council also reviewed a letter from John Hauser dated December 26, 2017, stating that he had a plan to remove the building around May 1, 2018. Based on the preceding information, Member Burns moved to approve Resolution 2018-002, a resolution ordering the razing of a hazardous building at 119 S. Kingston St by May 1, 2018. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Consideration of Resolution 2018-001: A Resolution Ordering East South Street and South First Street Public Improvement Project and Preparation of Plans: Member Fisch moved to approve Resolution 2018-001 with the amendment that Davy Engineering also put the project out for bid. Member Burns seconded the motion. All members present voted in favor of the motion, and the amended Resolution 2018-001, A Resolution Ordering East South Street and South First Street Public Improvement Project, Preparation of Plans, and Advertisement for Bids passed.

h. Authorization to advertise for full-time police officer position: Council discussed whether to proceed with advertising for a full-time police officer position. Clerk-Administrator Swann reported that the 2018 budget had included funding to convert the vacant 52-hour permanent part-time position to a full-time officer position. Swann reported that the change was needed to address the difficulty of recruiting and retaining permanent part-time officers and reduce the costs of training the permanent part-time officers. Mayor Schroeder expressed concern about the cost of hiring an additional full-time officer and the increases in the Police Department budget. Mayor Schroeder also wanted to know how St. Charles and other cities with larger populations were able to operate with similar or smaller police departments. Members Fisch, Vick, and Burns commented that times had changed a lot and that the City couldn't operate with the same number of officers it had in the past. Member Vick moved to advertise for a full-time officer position. Member Burns seconded the motion. The motion passed 4-1, with Mayor Schroeder voting against the motion.

i. Review of 2018 appointments to City positions, City boards, and Council committees: Council reviewed the mayor's proposed City positions/appointments and Council committees for 2018, as set forth below. There were no objections from the council members.

2018 POSITIONS / APPOINTMENTS

Zoning Officer
City Clerk – Administrator
Deputy City Clerk
City Treasurer
City Attorney
Auxiliary Mayor
Economic Development Authority Director
Community Education Representative
Official Newspaper
Official Depositories

Casey Klug
Adam Swann
Stephanie Mann
City Clerk – Administrator
Murphy Law Office, PLLP
Bob Lemke
Adam Swann
Bob Burns
Caledonia Argus
Merchants Bank

Consulting Tree Inspector	All Institutions Covered by FDIC Insurance Minnesota Forestry
Police Chief Animal Control Officer	Kurt Zehnder Nick Rask
Ambulance Director Emergency Management Director	Mike Tornstrom Bob Lemke
Fire Chief 1 st Assistant Chief 2 nd Assistant Chief Safety Officer Fire Marshal Treasurer Secretary	Kevin Jacobson Kevin Bulman Jeff Winjum Randall Ashbacher Dylan Becker & Wes Borroughs Mitch Betz Troy Winjum
Planning and Zoning Commission	City Council
Airport Zoning Board	Member Bob Burns City Clerk – Administrator
Library Board	Lorrie Schieber (2017-2019) Cassie Rauk (2017-2019) Bob Burns (2017-2019) Lollie Smith (2018-2020) Liz Wanschura (2018-2020)

COUNCIL COMMITTEES

<u>General Government Committee</u> Legislative, Judicial, Executive City Clerk – Administrator' Office Financial Administration Law	Fisch and Schroeder
<u>Personnel Committee</u> Personnel Administration Salary Negotiations Pay Equity Compliance Oversight	Burns and Fisch
<u>Public Safety Committee</u> Police Department Traffic Engineering Animal Control Civil Defense	Burns and Lemke
<u>Fire and Ambulance Committee</u> Ambulance Department Fire Department/Fire District	Burns and Schroeder
<u>Public Works: Health and Welfare Committee</u> Street Department Streets, Sidewalks, Curb and Gutter Sanitation Health Welfare	Lemke and Schroeder
<u>Culture-Recreation Committee</u> Recreation Department Auditorium / Athletic Field Parks Programs Library	Fisch and Vick
<u>Economic Development</u>	Burns and Vick
<u>Enterprise Funds Committee</u> Water Department Sewer Department Electric Department Liquor Store	Fisch and Schroeder

j. Overtime report: Members reviewed the overtime report for the pay periods Dec. 4-17, 2017 and Dec. 18-31, 2017. No further action was taken by the Council.

k. Prepaid claims: Members reviewed the prepaid claims for the period Dec. 14, 2017 - Jan. 5, 2018. Member Fisch moved to approve the prepaid claims listed below. The motion was seconded by Member Lemke. All members present voted in favor of the motion, and the motion passed.

Becker, Nathan	Electric – Phone Stipend Dec	25.00
Betz, Mark G	Street – Phone Sipend Dec	25.00
Boesen, Dan	Personal Phone Sipend Dec	25.00
Caledonia Fire Dept Relief Assn	Relief Assn – 4 th Qtr 2017	600.00
Edwards Investments	TIF 2-2 Interest Payment	3,813.70
Emergency Service Marketing	FD – 1 Yr Sub IAM Responding	305.00
Expert T. Billing	Ambulance – Contracted Billing	1,134.00
Heim, Kendra	PD – 2017 Uniform Allowance	61.00
Klug, Casey	Public Works – Phone Stipend	25.00
Mayo Clinic	Amb – Heartsaver First Aid Class	122.00
Nelson, Craig T	Personal Phone Stipend Dec	25.00
Rask, Nicholas D	Animal Control – Rent/Misc	75.00
Schwartz, Dan	Street – Phone Stipend	25.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	175.90
Tornstrom, Michael	Amb – Phone Stipend Dec 2017	25.00
Ver-Tech Solutions & Service	FD – Gear Detergent	105.33
Hammell & Murphy, PLLP	Earnest \$ David/Marion Olson	100.00
Commissioner or Revenue	State W/H – Payday	1,781.38
Gavin, Patricia	2017 Uniform Allowance	60.00
Hammell & Murphy	David/Marion Olson Property	3,001.90
Merchant’s Bank	Fed/Fica/Med – Payday	9,433.54
Business Financial Planning	Café Plan Payday	311.53
Caledonia Veterinary Clinic	Tax Abatement	1,850.13
G & F Distributing	Liquor Store Inventory	226.00
Hazel Street Creative	Library – 50% Logo Design	375.00
Heiman Fire Equip, Inc	FD – Helmets	3,000.00
Mayo Clinic	Amb – BLS HCP Card	10.00
Miken Sports	Tax Abatement	2,107.61
MN Benefit Association	MBA Payday	35.34
MN Child Support Payment Ctr	One Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	860.00
NCPERS Minnesota	NCPERS Payday	48.00
Public Emp Retirement System	Pera Payday	7,789.23
Richard’s Sanitation, LLC	Recycling Billed	7,143.75
Schott Distributing Co, Inc	Liquor Store Inventory	4,658.95
Sno Pac Foods	Tax Abatement	7,405.58
Southern Glazer’s of MN	Liquor Store Inventory	1,677.31
Dodson & City, Melanie	Meter Deposit Refund & Interest	251.73
Feine & City, Bonnie	Meter Deposit Refund & Interest	251.70
Houston County Treasurer	Ho Co Coll Site Jan 2018	4,960.00
Loomis & City, Robert	Meter Deposit Refund & Interest	250.85

Merchant's Bank	Fed/FICA/Med – Payday	345.70
Principal Life	Life/AD&D/Dep Life	525.24
Public Emp Retirement System	Pera/DCP – Payday	150.00
Geske, David	Arboviral Control	1,200.00
Kruckow, Sarah L	Amb – Reim License Renewal	15.00
Northern Beverage Dist	Liquor Store Inventory	2,306.95
Blocker, Matt	Light – 2017 Uniform Allowance	125.00
Boesen, Dan	Water & Sewer – 2017 Uniform Allowance	125.00
Heiman Fire Department, Inc	FD – Name Panel, Boots	442.54
Jack Neumann Trucking	Liquor – Freight Exp	35.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,087.60
Pearson, Nathan	Amb – Reim Lic Renewal	15.00
Schott Distributing Co, Inc	Liquor Store Inventory	5,697.15
Spring Grove Soda Pop, Inc	Liquor Store Inventory	126.50
Caledonia Oil Co, Inc	Mult – Fuel	1,700.12
Pearson, Nathan	PD – 2017 Uniform Allowance	88.25
Petty Cash	Replenish Petty Cash	76.99
Stemper, James	2017 Uniform Allowance	326.47
US Postal Service	Mult – Stamped Env	7,920.00
WSB	Kingston St Reconstruction	18,049.00
Schott Distributing Co, Inc	Liquor Store Inventory	839.55
Spring Grove Soda Pop, Inc	Liquor Store Inventory	18.50
MN Dept of Revenue	Sales/Use Tax – Dec 2017	16,230.00
Commissioner of Revenue	State W/H – Payday	2,175.86
Merchants Bank	Fed/FICA/Med – Payday	11,488.72
MN State Retirement System	MNDCP/Roth – Payday	775.00
Public Emp Retirement System	Pear Payday	8,930.53
Acentek	Mult – Misc	1,270.49
Business Financial Planning	Café Plan Payday	313.75
Caledonia Chamber of Comm	Liquor Store – Christmas Lights	11.00
Coffield, Mark	PD – Health Insurance	477.89
IUOE Local #49	Union Dues – Jan 2018	414.00
Law Enforcement Labor Svc	PD – Union Dues Jan 2018	196.00
MN Child Support Payment Ctr	1 Case Id	203.04
Verizon Wireless	Mult – Comm Exp	260.91
Visa	Mult – Misc	1,732.57
Ziebell's Hiawatha Foods	Liquor Store Inventory	38.62
IUOE Local 49 Benefit Fund	Mult – Misc	24,640.00
Molly's Winery	Liquor Store Inventory	130.00
Northern Beverage Dist	Liquor Store Inventory	1,793.65
Schott Distributing Co, Inc	Liquor Store Inventory	4,144.50
Spring Grove Soda Pop	Liquor Store Inventory	<u>55.00</u>

Total: \$180,586.59

k. Claims payable: Council reviewed the claims payable for January 2018. Mayor Schroeder moved to approve payment of the claims listed below. The motion was seconded by Member Lemke. All members present voted in favor of the motion, and the motion passed.

Abrams & Schmidt LLC	Consulting Attorney – Labor Svcs	1,498.50
Airgas USA, LLC	Street – Oxygen/Acetylene	152.72
Allstar Engines, LLC	Mult – Snowblower Labor	65.99
Amaril Uniform Company	Light – RF Clothing	1,279.50
American Society of Composers	Mult – Lic Fee 2018	348.00
Artic Glacier USA, Inc	Ice	22.42
Auto Value Parts Store	Mult – Misc	93.04
Becker & Taylor Books	Library – Books	230.40
Baycom.Inc	Mult – Misc	1,174.30
Bearing Distributing Inc	Stp – Replacement Hose	731.90
Bonanza Grain, Inc	Water – Main Break Mtls	255.68
Bound Tree Medical, LLC	Amb – Misc	978.72
Caledonia Haulers, Inc	Mult – Misc	628.94
Caledonia Oil Co, Inc	Mult – Misc	447.09
Carquest Auto Parts Store	Mult – Misc	125.37
Chief Supply	PD – Misc	100.95
City of Caledonia – Utilities	Mult – Electric, Water, Sewer	8,657.49
Civic Systems, LLC	Semi-Ann Support Jan-June	2,628.00
Dairyland Power Cooperative	Light – Wild Turkey Agr 2018	1,480.00
Davy Engineering	Stp – Misc	8,039.91
Davy Laboratories	Stp – Lab	1,678.75
Demco, Inc	Library – Misc	3.18
E O Johnson Company	Mult – Misc	482.84
ECM Publishers, Inc	Mult – Misc	705.90
Equipment Management Co	FD – Maint (Jaws of Life)	733.25
Expert T Billing	Amb – Contracted Billing	675.00
Farmers Coop Elevator Co	Skating Rink – Shovel	69.50
First Supply LLC	Water – Hydrant Repair Parts	152.94
FS3, Inc	Traffic Eng – Signs	335.06
Goodyear Auto Service Center	PD – Tires	1,188.40
Gopher State One Call	Light – Location Notifications	14.85
Hammell & Murphy, Pllp	City of Cal – Pros & General Matters	3,135.00
Hawkins, Inc	Stp – Chlorine Cylinder	5.00
Heiman Fire Equip, Inc	FD – Helmets	6,000.00
Hoskins Electric Co	Stp – Install Blinking Indicator	396.44
Image Trend, Inc	Amb – Annual Support	900.00
Independent School Dist	City Share X-ing Gards Sept-Dec	783.36
Innovative Office Solution	Mult – Office Supplies	377.93
Jeff’s Automotive Repair	Mult – Van Oil Change	193.02
Junior Library Guild	Library – Books	214.60
Ken’s Small Engine, Inc	Mult – Power Pruner Part	51.40
Kwik Trip Stores	Water/Sewer – Fuel	19.36
Law Enforcement Tech Group	PD – Software Maint Agr	2,990.62
Mayo Clinic	Amb – Heartsaver CPR & BLS Cards	171.00
Menard’s	Stp – Misc Parts	197.59
Midwest Leak Detection	Water – Locate Main Breaks	1,187.50
Mienergy Cooperative	Light – Elec Energy	197,975.46
Minnesota Energy Resources	Mult – Nat’l Gas	4,444.25
MN Municipal Utilities Assn	Light – 2018 Membership Dues	4,390.00
MN Public Facilities Authority	Stp – Interest GO BDS MN PFA	10,944.40
MN State Register	Amb – Publishing	80.00

Morton Salt	Streets – Winter Maint Mtls	2,935.59
Northland Trust Services, Inc	Go Sewer Rev Note, Series 2012A	12,928.50
Pearson Education	Amb – Educational Mtls/EMT Class	835.57
Pine Island Bank	Go Tax Abatement BDS	34,082.50
Printy Quik	Clerk’s Office – Notary Stamp	31.95
Quillin’s Caledonia	Liquor/Amb – Misc	46.99
R C T Sewer & Vac	Stp – Open Line @ Plant	500.00
Resco	Light – Misc	462.90
Richard’s Sanitation, LLC	Refuse Disposal	283.14
Ronco Engineering Sales, Inc	Stp – Repair Parts	36.10
Safe-Fast, Inc	Street Dept – High Vis Jacket	32.95
Schilling Supply Company	Clerk’s Office – Copy Paper	115.68
SE Libraries Cooperating	Library – Auto Fees	610.12
Sema Equipment, Inc	Street Equip – Equip Parts	85.20
Severson Oil Company	Street Equip – Fuel Additive	33.50
St Mary Auto Body Shop	PD – Tow	200.00
Stemper Construction LLC	Mult – Roof Repair, Firebarn Wash Base	2,245.00
Todd’s Towing & Transport	PD – Tow Fee	100.00
US Bank	Go Sewer Rev Ref Bonds 2009A	450.00
Water Systems Company	Clerk’s Office – Drinking Water	14.70
Wiebke Tire & Exhaust, LLC	Street Equip – Repairs/Labor	100.00
Winona Controls, Inc	City Hall – Boiler Repair/Maint, Heat Exc	9,594.87
Zep Sales & Service	Street – Misc Cleaner	<u>71.93</u>
	Total:	\$335,232.71

ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for Monday, January 22, 2018 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Burns, seconded by Mayor Schroeder. All members present voted in favor, and the motion was declared carried to adjourn at 8:24 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator