

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, November 13, 2017

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; Stephanie Mann, accountant; Mike Tornstrom, ambulance director; Adam Swann, clerk-administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA: Member Burns moved to approve the consent agenda. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed. The consent agenda comprised the following items:

- a. Approval of minutes from October 23, 2017 regular meeting

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

a. Updates

i. Small Cities Development Program: Clerk-Administrator Swann reported that the City had submitted its preliminary proposal for a Small Cities Development Program grant. The total amount requested in the preliminary proposal was \$1,387,625.

ii. Fall cleanup: Swann reported that fall cleanup went well and thanked Nate Becker, Mark Betz, Matt Blocker, Dan Schwirtz, Myron Kinneberg, and Ken Van Minsel for their efforts.

iii. Other: Swann reported the following additional updates: (a) “Light Up” Caledonia was scheduled for November 16 at 4:00 p.m; (b) Allison Wagner, assistant to the clerk-administrator, was working on a window display with the Caledonia Chamber of Commerce to highlight the goods and services available from local businesses; (c) the City had signed a professional services agreement with WSB & Associates, Inc. for engineering services for the N. Kingston St. reconstruction project; (d) the new heat exchanger and boilers had been installed at the wastewater treatment plant.

UNFINISHED BUSINESS:

a. Review of final General Fund budget for 2018: City Accountant Stephanie Mann reported that she had revised some line items and was budgeting a \$22,685 surplus based on a 5% levy increase. Council reviewed and discussed the budget. Member Burns proffered ways the budget could be revised to reduce the increase in the tax levy. No further action was taken by the Council.

NEW BUSINESS:

a. Consideration of Master Intergovernmental Cooperative Purchasing Agreement with Savvik Buying Group: Swann reported that the Savvik Buying Group was a non-profit corporation that used a competitive bid process so that municipal members could purchase products and services through its contracts. Member Burns moved to approve the Master Intergovernmental Cooperative Purchasing Agreement. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

- b. Review of proposed 2018-2022 Capital Improvement Plan: Council reviewed a draft of the proposed Capital Improvement Plan for 2018-2022. No further action was taken by the Council.
- c. Consideration of proposal to purchase a new ambulance for Caledonia Ambulance Department: Caledonia Ambulance Director Mike Tornstrom requested approval to purchase an Everest Emergency Vehicles Road Rescue ambulance for \$178,850 through the Savvik Buying Group. This price included the cost of the ambulance, power load system, graphics, and trade-in value of the City’s 2006 ambulance that would be replaced. Tornstrom reported that it would take 90-120 days to build the ambulance. The cost to the City would be \$168,850 because the Caledonia non-profit ambulance association would contribute \$10,000. Member Burns moved to approve the acquisition of the Everest Road Rescue ambulance at a cost to the City of \$168,850. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.
- d. Consideration of Resolution 2017-011: A Resolution Approving Publication of the Title and Summary of City Ordinance 2017-002: The members reviewed Resolution 2017-011, a resolution approving publication of the title and summary of City Ordinance 2017-002. Member Fisch moved to approve the resolution. Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.
- e. Overtime report: Members reviewed the overtime report for the pay periods October 9-22, 2017 and October 23-November 5, 2017. No further action was taken by the Council.
- f. Prepaid claims: Members reviewed the prepaid claims for the period October 11-November 9, 2017. Member Burns 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.

Airgas USA, LLC	Street – Oxygen/Acetylene	142.70
Baker & Taylor Books	Library – Books	190.25
Bonanza Grain, Inc	Mult – Misc	1,063.85
Business Financial Planning	Café Plan Payday	311.53
Clarey’s Safety Equipment	FD – Truck 1420 Plug Cover	25.00
Continental Research Corp	Light – Misc	183.23
Expert T Billing	Amb – Contracted Billing	918.00
Hammell & Murphy, PLLP	City of Cal – General Matters	220.65
Hawkins, Inc	Stp – Chlorine Cylinder	5.00
IUOE Local #49	Union Dues – Oct 2017	414.00
Ken’s Small Engine, Inc	Park Areas – Lawn Mower Whe	33.32
Law Enforcement Labor Svce	PD – Union Dues Oct 2017	196.00
Mienergy Cooperative	Mult – Elec Energy, Lighting	161,617.59
MN Bureau of Crim App	PD – Annual CJDN Remote Acc	540.00
MN Child Support Pmt Ctr	1 Case Id	203.04
MN Dept of Public Safety	FD – Trailer Reg	38.75
Southern Glazer’s of MN	Liquor Store Inventory	1,356.01
Star Energy Services	Light – Kingston St. Prjt	1,442.17
Viking Electric Supply	Light – Inventory	645.11
Ziebell’s Hiawatha Foods, Inc	Liquor Store Inventory	36.23
Caledonia Oil Co	Mult – Fuel & Travel Exp	2,260.03
American Lock & Key	City Hall – Lock Replace	390.00
B & D Sealcoating	Streets – Misc Patching	1,300.00

Caledonia True Value	Mult – Misc	81.58
Felten, Susan M	Amb – Reim Conf Fee	35.00
Mayo Clinic	Amb – BLS HCP Cards	160.00
Neighbors in Action	Music in the Park – Banners	284.63
Northern Beverage Dist	Liquor Store Inventory	851.60
Schumacher Elevators Co	City Hall – Elevator Maint Agr	854.26
Schwabb, Inc	Police Dept – Note Pads	218.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	244.15
Becker & Stemper Electric	Light – Service Repair	1,638.64
DC Braun Co	Stp – Plunger Pump Replacement	21,210.00
Jack Neumann Trucking	Liquor – Freight Exp	66.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,501.88
Phillips Wine & Spirits Co	Liquor Store Inventory	1,827.81
R C T Sewer & Vac	Sewer – Video	300.00
Schott Distributing Co, Inc	Liquor Store Inventory	922.43
Semnit	Mult – Tech Svces	681.95
Servocal Instruments Inc	Stp – Misc Supplies	269.19
Ancom Communications	Amb – Pager	705.00
Hardy & City, Andrea	Meter Deposit Refund & Interest	250.34
J-Line Design	FD – Trailer Lettering	459.00
Mitchell & City, Trevor	Meter Deposit Refund & Interest	126.77
B & M Service Center	Street Equip – Fuel	93.40
Becker, Nathan	Electric – Phone Stipend	25.00
Betz, Mark G	Street – Phone Stipend	25.00
Boesen, Dan	Personal Phone Stipend	25.00
Klug, Casey	Public Works – Phone Stipend	25.00
Nelson, Craig	Personal Phone Stipend	25.00
Principal Life	Mult – Life/AD&D/Dep Life	525.24
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Schwartz, Dan	Street – Phone Stipend	25.00
Tornstrom, Michael	Amb – Phone Stipend Oct 2017	25.00
Breakthru Beverage MN	Liquor Store Inventory	266.80
Commissioner of Revenue	State W/H – Payday	1,818.43
Ed’s Tents	Turkey Fest – Table/Chair Rental	90.00
Houston County Treasurer	Ho Co Coll Site Nov 2017	4,686.50
Mccormick, Connor	Turkey Fest – Pumpkins/Delivery	200.00
Merchant’s Bank	Fed/Fica/Med – Payday	9,629.94
MN State Retirement System	MNDCP/Roth – Payday	745.00
Northern Beverage Dist	Liquor Store Inventory	2,309.95
Richard’s Sanitation, LLC	Recycling Billed	7,105.56
Schott Distributing Co, Inc	Liquor Store Inventory	4,094.60
Tornstrom, Michael	Reim – Mileage Exp	29.43
Bearbower Painting	Tree Removal – 25 Ash Trees	2,500.00
Business Financial Planning	Café Plan Payday	311.53
Mayo Clinic	Amb – Inst Cards/On-Line Mod	80.00
Minnesota Pump Works	Stp – Rebuild Badger Lift Station	10,367.70
MN Benefit Association	MBA Payday	35.34
MN Child Support Payment Ctr	1 Case Id	203.04
MN HWY Saftey & Research	PD – Reg Fee Evoc N Pearson & K Zehnder	810.00
NCPERS Minnesota	NCPERS Payday 10/24/2017	48.00
Public Emp Retirement Assn	Pera Payday	8,013.76
Zehnder, Kurt	PD – Meal Reim Evoc Training	34.51

Buttell's Lighting	Mult – Misc	127.10
Caledonia Music Boosters	Wild Turkey Fest – Donation	200.00
One Stop PSE	PD – Ballistic Garment K Heim	1,175.00
Spring Grove, City of	FD – Mutual Aid	600.00
MN Dept of Public Safety	Liquor Store Retailer's Card	20.00
Molly's Winery	Liquor Store Inventory	390.00
Northern Beverage Dist	Liquor Store Inventory	1,277.65
Schott Distributing Co, Inc	Liquor Store Inventory	4,373.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	106.75
Houston County Public Health	Wild Turkey Fest – Reim Misc	355.12
Jack Neumann Trucking	Liquor – Freight Exp	106.00
Johnson Brothers Liquor Co	Liquor Store Inventory	4,126.95
Meyer's Lawn Service	Grind/Clean Up Stumps	2,010.00
MN Dept of Revenue	Sales/Use Tax – October 2017	18,845.00
Phillips Wine & Spirits Co	Liquor Store Inventory	851.00
Tornstrom, Michael	Amb – Reim Travel Exp	25.81
Verizon Wireless	Mult – Comm Exp	193.27
Vessco, Inc	Stp – Heat Exchanger	24,000.00
Winona Controls, Inc	FD – Misc Parts	10.04
Acentek	Mult – Comm Exp	1,274.71
Coffield, Mark	PD – Health Insurance	450.00
Heberlein, Polly	Wild Turkey Fest – Reim Misc	104.62
IUOE Local 49 Benefit Fund	Mult – Health Ins	24,640.00
Northern Beverage Dist	Liquor Store Inventory	2,140.65
US Postal Service	2018 Annual Permit 76	225.00
Commissioner of Revenue	State W/H – Payday	267.10
Davy Engineering	Mult – Misc	3,355.86
Dress, Ashley	Library – Reim Postage Stamps	86.50
Merchant's Bank	Fed/FICA/Med – Payday	1,571.38
Minnesota Energy Resources	Mult – Nat'l Gas	809.40
Public Emp Retirement Assn	Pera Payday	995.33
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Visa	Mult – Misc	1,721.53
Breakthru Beverage MN	Liquor Store Inventory	1,247.09
G & F Distributing	Liquor Store Inventory	399.95
Gavin, Patricia	Reim – Wine Tasting Event Supplies	36.81
Neighbors in Action	Turkey Fest – Reim Promo Materials	95.00
Schott Distributing Co, Inc	Liquor Store Inventory	4,556.90
Southern Glazer's of MN	Liquor Store Inventory	2,106.35
Spring Grove Soda Pop, Inc	Liquor Store Inventory	180.40
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Commissioner of Revenue	State W/H – Payday	1,837.10
IUOE Local #49	Union Dues – Nov 2017	414.00
Law Enforcement Labor Svce	PD – Union Dues Nov 2017	196.00
Merchants Bank	Fed/FICA/Med – Payday	9,673.61
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	745.00
Public Emp Retirement System	Pera Payday	8,116.60
Houston County Public Health	Wild Turkey Fest – Reim	87.00
Northern Beverage Dist	Liquor Store Inventory	2,178.90
Spring Grove Soda Pop	Liquor Store Inventory	36.50
	Total:	\$389,825.97

g. Claims payable: Council reviewed the claims payable for November 2017. Member Fisch moved to approve payment of the claims listed below. The motion was seconded by Member Vick. All members present voted in favor of the motion, and the motion passed.

Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	243.00
Airgas USA, LLC	Street – Oxygen/Acetylene	146.52
Artic Glacier USA, Inc	Ice	142.41
Auto Parts Store	Streets – Misc	98.73
Axon Enterprises, Inc	PD – Battery	57.90
Baker & Taylor Books	Library – Books	369.28
Bellboy Corporation	Liquor Store Inventory	270.14
Bonanza Grain, Inc	Mult – Misc	151.65
Bound Tree Medical, LLC	Mult – Misc	348.02
Caledonia Implement Co	Street – Skid Loader Repair	769.63
Caledonia Lumber Co, Inc	Street – Misc	18.15
Caledonia Oil Co	Mult – Misc	3,523.46
Caledonia Wheel Alignment	Street Equip – Maint Truck #15	85.00
Carquest Auto Parts Store	FD – Misc	34.18
City of Caledonia – Utilities	Mult – Misc	9,634.84
CLIA Laboratory Program	Amb – Lab User Fee	150.00
Core & Main, LP	Water – Repair Parts	826.03
Dalco	City Hall – Vac	450.54
Davy Laboratories	Stp – Lab	3,127.50
DC Braun Co	Stp – Rebuild 3 Pumps/2 motors	31,205.00
Demco, Inc	Library – Office Supplies	24.94
E O Johnson Company	Mult – Copier Agr	482.84
ECM Publishers, Inc	Pub Hear – Sanitary Sewer	1,317.80
Employee Data Forms of MO	2018 Employee Data Calendar	24.00
Expert T. Billing	Ambulance – Contracted Billing	972.00
Farrell Equipment & Supply Co	Sidewalk – Handicap Grids	479.96
First Supply LLC	Stp – Repair Parts	63.36
Flaherty & Hood, PA	Consulting Atty – Legal Fees	80.00
Flow Measurement & Control	Stp – Labor/Svces	603.38
Foremost Promotions	FD – Promotional Items	112.00
Goodyear Auto Service Center	Light Dept – 4 Tires Truck 06	874.48
Gopher State One Call	Light – Location Notifications	68.85
Hammell & Murphy, PLLP	City of Cal – Prosecution, General Matters	5,412.00
Hawkins, Inc	Stp – Chlorine Cylinder	5.00
Hoskins Electric Co	Stp – Mult	1,777.50
Houston County Sheriff	PD – Police One Academy	390.00
Innovative Office Solution	Mult – Office Supplies, Planners	200.51
Interstate Roofing Inc	PD/Amb – Roof Repair	5,250.00
Jack Neumann Trucking	Liquor – Freight Exp	92.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,712.14
Kwik Trip Stores	Stp – Fuel	19.36
Menard's	Park Areas – Flagpole Pipe, Misc	316.29
Meyer's Lawn Service	Forr/Nurs – Stump Removal/Clean	660.00
Mienergy Cooperative	Light – Elec Energy	159,448.73
Mississippi Welders Supply Co	Amb – Oxygen	109.57

MN Ambulance Association	Amb – 2018 MAA Membership	25.00
Morton Salt	Streets – Winter Mant Mtls	5,870.15
Moss & Barnett	Mediacom Franchise Renewal	3,057.00
Municipal Pipe Tool Co, Inc	Jet Clean Sanitary Sewers	10,357.58
Phillips Wine & Spirits Co	Liquor Store Inventory	1,533.09
PT Welding & Driveshaft Repair	Park Areas – Flag Holders	400.00
Quillin’s Caledonia	Council/Aud – Drinking Water/Misc	27.47
R C T Sewer & Vac	Stp – Clean/Vac Manhole	1,500.00
Reliance Business Forms, LLC	Clerk’s Office – Forms	154.75
Richard’s Sanitation, LLC	Refuse Dispsal	350.60
Schilling Supply Company	Mult – Misc	487.00
Schott Distributing Co, Inc	Liquor Store Inventory	4,060.35
SE Libraries Cooperating	Library – Auto Fees	578.14
Sema Equipment, Inc	FD – Misc Parts	28.29
St. Mary Auto Body Shop	Street Equip – Plow Truck Brack	45.00
Star Energy Services	Light – Eng Fees	170.00
Storlie Portable Pit Stops	Park Areas – Toilet Rent	110.00
Treasurer, State of MN	Amb – ALS APP FEE	150.00
Viking Electric Supply	Light – Misc	35.98
Vinocipia, Inc	Liquor Store Inventory	194.00
Water Systems Company	Clerk’s Office – Drinking Water	14.70
Wiebke Tire & Exhaust, LLC	Street Equip – Dismt/Mt Truck	120.00
Winona Controls, Inc	Stp – Parts for New WA Svce	802.60
Ziebell’s Hiawatha Foods, Inc	Liquor Store Inventory	67.94
Total:		\$262,288.33

h. Closed meeting under M.S. § 13D.05, subd. 3(c) to develop/consider offers for purchase of real property in the City of Caledonia (parcels 210452002 and 210063000): Pursuant to M.S. § 13D.05, subd. 3(c), Mayor Schroeder closed the regular meeting at 7:32 p.m. to develop/consider offers for the purchase of real property in the City designated by parcel IDs 210452002 and 210063000. Member Schroeder reopened the regular meeting at 8:20 p.m.

i. Consideration of offer for purchase of real property in the City of Caledonia (parcel ID 210452002): Member Fisch moved to offer the D&M Olson Trust, owner of parcel 210452002, \$3,000, a water connection (if public sewer was installed on E. South St.), and screening (if a lift station was constructed) in exchange for a 40’ x 30’ parcel (in the northwest corner of parcel ID 210452002) with a 10’ temporary construction easement on the east and south sides and a 10’ permanent construction easement on the south side. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.

j. Consideration of offer for purchase of real property in the City of Caledonia (parcel ID 210063000): Member Burns moved to offer Nicholas O’Heron and Arien O’Heron, owners of parcel ID 210063000, \$45,000 for parcel ID 210063000, using funds from the Capital Improvement Fund. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

ANNOUNCEMENTS:

- a. “Light Up” Caledonia was scheduled for November 16, 2017 at 4:00 p.m.
- b. Small Business Saturday was scheduled for November 25, 2017; many City businesses were going to be participating in the event.
- c. The next regular Council meeting was scheduled for Monday, November 27, 2017 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 Member Fisch. All members present voted in favor, and the motion was declared carried to adjourn at 8:32 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk-Administrator