

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, December 12, 2016

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

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

ROLL CALL: Council members present: Mayor Joshua Gran, Robert Burns, Paul Fisch, Robert Lemke, and DeWayne Schroeder. City staff present: Stephanie Mann, accountant; Adam Swann, clerk-administrator. Visitor(s) present: Randi Vick, councilmember-elect.

AGENDA: Member Burns moved to approve the agenda; the motion was seconded by Member Fisch. All members present voted in favor to approve the agenda, and the agenda was approved.

CONSENT AGENDA APPROVAL: Member Fisch moved to approve the consent agenda. Member Burns 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 for November 28, 2016 regular meeting
- b. Approval of training request from Craig Nelson to attend MRWA technical conference
- c. Approval of training request from Craig Nelson to attend 80th Annual Wastewater Operators Conference
- d. Accept letter of resignation from Randall Ashbacher as member of Caledonia Ambulance Department
- e. Approval of MN Dept. of Commerce utility deposit interest rate (.8%) for deposits with Caledonia Electric Department
- f. Approval of licenses for Quillin's IGA, Kraus Oil, Kwik Trip #733, and Dollar General to purchase or sell cigarettes or tobacco products
- g. Approval of applications from Lee Babler (d/b/a Elsie's), Well Tomorrow, Inc. (d/b/a Good Times Pizza & Bar), MAAD Alley, LLC, and Richard Schulze (d/b/a The Ranch) for 2017 on-sale intoxicating liquor licenses and on-sale Sunday intoxicating liquor licenses
- h. Approval of application from American Legion 191 (d/b/a American Legion Club) for 2017 club on-sale liquor license and Sunday intoxicating liquor license. Approval of application from The Wired Rooster, LLC (d/b/a The Wired Rooster Coffee Shoppe) for 2017 on-sale wine license
- i. Approval of request from Ali Jennings for key to Municipal Auditorium
- j. Approval of gambling permit for Caledonia Wrestling Club

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

a. Updates: Clerk-Administrator Swann reported the following: (i) he, Jessica Kohnen (utility billing clerk), and Matt Blocker (line foreman) would be meeting later in the week with the final two businesses affected by the electric undercharges; (ii) Stephanie Mann was instrumental in helping the Fire Relief Fire

Association submit its report to the Minnesota Office of the State Auditor for its fire state aid by the Nov. 30 deadline; (iii) there were 27 unfulfilled pledges for the Support Our Swimming (SOS) Pool Campaign—in addition to the 3 pledges rescinded—and these 27 donors would be sent a reminder letter next week.

NEW BUSINESS:

a. City Ordinance 2016-005: Ordinance Amending Chapter 33 of the Caledonia City Code to Affirm the Library Board and Establish the Library Fund: Council reviewed and discussed Ordinance 2016-005, which would amend the City Code to recognize the Library Board and establish a special fund known as the Library Fund, which would be levied separately by the City each year. Swann reported that the ordinance was presented for Council's consideration, in part, because although research indicated the Library Board was formally created and recognized in 1919 and had been in existence since that time, the Library Board was not included in the City Code. Member Fisch moved to approve Ordinance 2016-005, and Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Public hearing regarding 2017 budget and levy (Truth in Taxation): At 6:18 p.m. the meeting was adjourned to hold a public hearing on the 2017 budget and levy. No citizens or visitors were present who wanted to address the Council. At 6:19 the public hearing was closed, and the regular meeting of the City Council was reconvened.

c. 2016 Budget Amendments: Stephanie Mann, city accountant, presented Council with the 2016 budget amendments and estimated the General Fund would have a surplus of \$179,338, which was due in large part to approximately \$97,000 in additional revenues, including a dividend from the League of Minnesota Cities Insurance Trust and additional money from property taxes, forfeitures, court fines, police and fire aid, and the sale of assets. Council reviewed and discussed the budget amendments. Member Burns moved to approve the amendments as presented, and Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

Member Burns moved to authorize the city accountant to transfer any General Fund surplus in excess of \$25,000 to City Fund 352 (capital improvement fund) on December 30, 2016. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of 2017 budget/levy: Council reviewed the proposed 2017 budget and levy. The proposed General Fund budget was \$1,855,505, and the total proposed levy was \$819,127. By consensus the Council agreed to budget \$29,000 for a new pickup truck for the Police Department and to fund this purchase by transferring \$29,000 from Fund 352 (Capital Improvement Fund) to the General Fund. Mayor Gran moved to add \$15,000 to Streets, Etc.-Labor/Services for additional street repair by removing \$15,000 budgeted in EDA-Labor/Services for a possible senior living market study. The motion failed for lack of a second. Member Burns moved to approve the 2017 budget of \$1,912,930—including transferring \$28,425 from the projected surplus to Fund 352 (Capital Improvement Fund)—with a 0% increase in the levy, as set forth in Resolution 2016-017. Member Fisch seconded the motion. Member Burns requested a roll call vote. Member Burns: YES; Member Fisch: YES; Mayor Gran: YES; Member Lemke: NO; and Member Schroeder: YES. The motion was approved by a vote of 4-1.

e. Operating Engineers Local #49 Health and Welfare Fund Participation Agreement for Bargaining Premium Employees and Operating Engineers Local #49 Health and Welfare Participation Agreement for

Non-Bargaining Premium Employees: Council reviewed and discussed the proposed participation agreements the City received from the Operating Engineers Local #49 Health and Welfare Fund. Member Burns moved to approve the participation agreements for the bargaining premium employees and the non-bargaining premium employees. Member Schroeder seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Overtime reports: Council reviewed the overtime reports for the pay period November 21, 2016 through December 4, 2016. No further action was taken by Council.

e. Prepaid claims: Council reviewed the prepaid claims for the period November 11, 2016-December 9, 2016. Member Burns moved to approve the prepaid claims listed below. The motion was seconded by Member Fisch. All members present voted in favor of the motion, and the motion passed.

Bellyboy Corporation	Liquor Store Inventory	264.55
Boesen, Dan	Personal Phone Stipend Nov	25.00
Carrier & City, Justin	Meter Deposit Refund & Interest	251.24
Expert T. Billing	Ambulance – Contracted Billing	648.00
H & L Mesabi	Street Equip – Plow Blades Tr	500.85
Hallgren & City, Bart	Meter Deposit Refund & Interest	250.50
Houston County Treasurer	Ho Co Coll Site Dec 2016	4,683.00
Jack Neuman Trucking	Liquor – Freight Exp	152.00
J-Line Design	Plow Truck Decals & Installation	125.00
Johnson Brothers Liquor Co	Liquor Store Inventory	3,160.07
Kimpf & City, Kim	Meter Deposit Refund & Interest	183.07
Mayo Clinic	Amb – CPR Cards	30.00
MN Dept of Agriculture	Tree Care Registry – Year 2017	25.00
Nelson, Craig	Personal Phone Stipend Nov 2	25.00
Phillips Wine & Spirits Co	Liquor Store Inventory	2,029.11
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Sam’s Club	Aud – Ft Folding Tables	543.04
Schott Distributing Co, Inc	Liquor Store Inventory	5,783.20
Swedberg, Zachary L	PD – 2016 Uniform Allowance	195.25
Viking Electric Supply	Light – Inventory	108.59
B & M Service Center	Street Equip – Fuel	93.40
Blue Cross Blue Shield of MN	PD – Health Ins (M Coffield)	2,436.69
Buttell’s Lighting	Street Lighting – Bulbs	372.00
Caledonia True Value	Street & Aud – Misc	147.00
Kleinbrink & City, James	Meter Deposit Refund & Interest	251.46
Konkel Forest Products, Inc	Park Areas – RR Ties	150.00
Kraus Oil Co Inc	Mult – Fuel	985.00
Northern Beverage Dist	Liquor Store Inventory	3,366.30
Schott Distributing Co, Inc	Liquor Store Inventory	4,884.70
Spring Grove Soda Pop, Inc	Liquor Store Inventory	147.50
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Vinocipia, Inc	Liquor Store Inventory	107.50
Ziebell’s Hiawatha Foods, Inc	Liquor Store Inventory	58.40
Breakthru Beverage MN	Liquor Store Inventory	3,568.77
Business Financial Planning	Café Plan Payday	312.01
Commissioner of Revenue	State W/H – Payday	1,835.51

G & F Distributing	Liquor Store Inventory	640.65
Gavin, Patricia	Reim – Wine Tasting Event Supplies	118.05
Mayo Clinic	Amb – Heartsaver First Aid	50.00
Merchant’s Bank	Fed/Fica/Med – Payday	9,546.41
MN Benefit Association	MBA Payday	35.34
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	745.00
NCPERS Minnesota	NCPERS Payday	48.00
Neary & City, Robert	Meter Deposit Refund	250.70
Principal Life	Mult – Life/Ad&D/Dep Life	500.00
Public Emp Retirement Assn	Pera Payday	8,510.54
Schott Distributing Co, Inc	Liquor Store Inventory	1,214.90
Southern Glazer’s of MN	Liquor Store Inventory	352.56
Stalker Sports Floors	Aud – Refinish Gym Floor	15,150.00
Betz, Mark G	Street Dept – Black Dirt	504.00
Caledonia Chamber of Com	Liquor Store – Christmas Light	10.00
Caledonia Oil Co	Mult – Fuel	912.12
Emergency Service Marketing	FD – 1 Yr Sub I AM Responding	305.00
Hammell & Murphy, Pllp	EDA – Legal Fees	875.00
Jack Neumann Trucking	Liquor – Freight Exp	56.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,372.24
JR Burroughs Blading, Inc	Storm Drainage Labor	1,675.00
Phillips Wine & Spirits Co	Liquor Store Inventory	1,028.11
Resco	Light – Mtls for Project	1,130.73
Spring Grove Soda Pop, Inc	Liquor Store Inventory	120.50
Emergency Service Marketing	Amb – 1 Yr Sub I AM Responding	735.00
Goodyear Auto Service Center	Street Equip – Truck 07 Tires	3,740.40
Mayo Clinic	Amb – CPR Cards	30.00
Prince, Trent	PD – 2016 Uniform Allowance	177.42
Steele Const/Landsc Inc	Tree Removal/Stump Grinding	1,700.00
Stuart C. Irby Co	Light – Inventory	568.47
Communications Service Wi Llc	Amb – Pagers & Batteries	1,337.00
Mathy Construction Co	Streets – 2016 Patching	71,539.69
US Postal Service	Clerk’s Office – Postage Stamps	219.50
MN Dept of Revenue	Sales/Use Tax – Nov 2016	17,628.00
Northern Beverage Dist	Liquor Store Inventory	2,339.65
Richard’s Sanitation, LLC	Recycling – Collections	7,099.00
Sam’s Club	Council & Amb – Xmas 2016 Parade	131.78
Commissioner of Revenue	State W/H – Payday	925.66
Houston County Attorney	Contr Victim/Witness Office	2,000.00
Merchant’s Bank	Fed/Fica/Med – Payday	7,776.83
Public Emp Retirement Assn	Pera Payday	5,168.05
Spring Grove Soda Pop, Inc	Liquor Store Inventory	136.50
Merchant’s Bank	Fed/Fica/Med – Payday	9,327.89
Acentek Ascending Technology	Mult – Comm Exp	1,113.17
Breakthru Beverage MN	Liquor Store Inventory	413.95
Business Financial Planning	Café Plan Payday	312.01
Caledonia Police Association	PD Assn Dues – Dec 2016	95.00
Commissioner of Revenue	State W/H – Payday	1,796.63

G & F Distributing	Liquor Store Inventory	369.25
IUOE Local #49	Union Dues – Dec 2016	442.00
IUOE Local 49 Benefit Fund	Mult – Health Ins	21,930.00
Minnesota Energy Resources	Mult – Nat’l Gas	2,281.47
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/ Roth – Payday	745.00
Public Emp Retirement Assn	Pera Payday	8,221.14
Schott Distributing Co, Inc	Liquor Store Inventory	5,470.36
Verizon Wireless	Mult – Comm Exp	243.16
Ziebell’s Hiawatha Foods, Inc	Liquor Store Inventory	27.24
Expert T Billing	Amb – Contracted Billing	864.00
MN Ambulance Association	Amb – 2017 MAA Membership	25.00
US Bank	Go Sewer Rev Ref Bonds 2009	67,590.00
Visa	Mult – Misc Exp	266.18
Caledonia Oil Co	Mult – Diesel	972.40
City of Caledonia - Utilities	Stp Elc Demand Under Billing	8,140.00
Schott Distributing Co, Inc	Liquor Store Inventory	6,388.80
Spring Grove Soda Pop, Inc	Liquor Store Inventory	174.40
	Total:	\$345,484.01

f. Claims payable: Council reviewed the claims payable for December 2016. Member Fisch moved to approve payment of the claims listed below. The motion was seconded by Member Schroeder. All members present voted in favor of the motion, and the motion passed.

Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	364.50
Airgas USA, LLC	Street – Oxygen/Acetylene	142.70
Artic Glacier USA, Inc	Ice	110.72
Ashbacher, Randall	FD – Reim Fuel Exp	42.36
Auto Value Parts Store	Mult – Misc	192.83
Baker & Taylor Books	Library – Books (Ho Co Funding)	150.80
Bearing Distributors Inc	Street Equip – Repair Parts	41.26
Bonanza Grain, Inc	Mult – Misc	210.00
Bound Tree Medical, LLC	Amb – Misc	258.38
Caledonia Oil Co	Mult – Misc	675.74
Carquest Auto Parts Store	Mult – Misc	5.32
City of Caledonia – Utilities	Mult – Misc	9,986.67
Communications Service Wi	Amb – Pager Batteries	203.00
Compass Minerals America	Street – Winter Maint Mtls	7,058.03
Croell Redi Mix, Inc	Storm Drainage – Mtls	48.75
Dalco	Mult – Misc	127.23
Davy Engineering	Mult – Misc	4,434.97
Davy Laboratories	Stp – Lab	89.25
E O Johnson Company	Mult – Copier Agr	468.47
Earl F. Andersen	Traffic Eng – 72 Hr Parking Signs	591.19
ECM Publishers, Inc	Mult – Misc	656.05
Everest Emergency Vehicles	Amb – Repair Part #257	37.56
First Supply LLC	Water – Repair Parts	76.16
Gopher State One Call	Light – Location Notification	28.35
Hammell & Murphy, PLLP	Prosecution & General Matters	4,355.50

Hawkins, Inc	Mult – Chemicals	1,692.87
Hoskins Electric Co	Well #7 – Wire Elec Heater	75.00
Houston County Sheriff	PD – Training Exp	572.00
Houston County Treasurer	Election Exp – 2016 Ballot	258.00
Innovative Office Solution LLC	Amb – Office Supplies	59.90
Konkel, Kalli A	Amb – Reim EMT Course Expenses	1,250.00
Lackore Electric Motor Repair	Street Equip – Repair Parts	24.09
Landsom Brothers	Light Dept – Tree Removal	700.00
Little Falls Machine, Inc	Street Equip – Repair Parts	98.01
Mayo Clinic	Amb – Bls HCP Cards	40.00
Minnesota Dept of Commerce	Light – 3 rd Qtr Fiscal Yr 2017	546.93
Minnesota Dept of Health	Water Svc Conn Fee 4 th Qtr 2016	1,809.00
Printy Quik	Clerk’s Office – Business Cards	20.00
Richard’s Sanitation, LLC	Refuse Disposal	173.60
Schilling Supply Company	Mult – Misc	547.93
Schmitz Refrigeration	Liquor Store/PD/Amb – Repairs	468.88
SE Libraries Cooperating	Library – Barcodes & Auto Fees	525.69
Sema Equipment, Inc	Street Equip – Repair Parts	31.44
Servocal Instruments Inc	Stp – Flow Meter Calibration	470.00
Sherwin-Williams Co	Traffic Eng – Curb Paint	30.35
Storlie Portable Pit Stops LLC	Park Areas – Toilet Rent	175.00
Tri County Electric Co-Op	Mult – Elec Energy & Lighting	160,801.76
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Water Systems Company	Clerk’s Office – Drinking Water	7.36
Total:		\$200,983.60

ANNOUNCEMENTS: The next regular Council meeting will be on Monday, January 9, 2017 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Gran, seconded by Member Fisch. All members present voted in favor, and the motion was declared carried to adjourn at 8:30 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk-Administrator