

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, March 12, 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; Allison Wagner, assistant to the clerk-administrator; Mike Tornstrom, ambulance director. Visitor(s) present: Gary Klug, Craig Moorhead, *Caledonia Argus*; Janice and Wordean Welper.

CONSENT AGENDA: Member Fisch moved to approve the consent agenda. Member Lemke seconded the motion. The motion passed 4-0, with Member Burns abstaining due to his absence at the Feb. 26, 2018 regular meeting. The consent agenda comprised the following items:

- a. Approval of minutes from February 26, 2018 regular meeting
- b. Approval of application by Houston County Fair for 4-day temporary on-sale liquor license (Aug. 15-18, 2018)
- c. Approval of application by Houston County Fair for 1-day temporary on-sale liquor license (Aug. 19, 2018)
- d. Approval of 2018 soft drink licenses for B&M Service Center; Bonanza Grain; Caledonia Care & Rehab; Caledonia Implement Co.; Caledonia ISD 299; Caledonia Employee Pop Fund; Ho. Co. Courthouse Coffee Club; General Parts, Inc.; Good Times Restaurant/Bar; Helen’s Beauty Salon; Elsie’s Bar & Grill; SEMA; A&A Floral, LLC; Redwood Café; Quillin’s IGA Foodliner; MAAD Alley, LLC; Kraus Oil Co., Inc.; Ho. Co. Sheriff’s Office; Kwik Trip #733; Rottinghause Company, Inc. (d/b/a Subway); Becker Properties; Caledonia Liquor Store; Fourteen Foods; ABC Works; Caledonia Haulers/Canteen; Caledonia True Value; Miken Sports; Four Seasons Community Center; Ho. Co. Agricultural Society; Caledonia Celebrations; Astrup Drug; The American Legion; The Farmhouse Eatery & Gifts; Dollar General 10343; Precision Stainless, Inc./Canteen; Caledonia Elderly Housing MN, LLC; The Wired Rooster, LLC; Earl Klankowski; Babler Auction Service; and Ho. County 4-H Federation
- e. Approval of 2018 bowling lane license for MAAD Alley, LLC
- f. Approval of 2018 3.2% off-sale beer licenses for Kwik Trip, Inc. #733; Kraus Oil Company; Quillin’s IGA; and The Wired Rooster, LLC
- g. Approval of following street closure for Founder’s Day Weekend on June 16-17, 2018 from 8 a.m. to 4 p.m.:
 - i. N. Pine St. from E. Main St. to E. Lincoln St.

PRESENTATION:

- a. Mike Tornstrom, Director, Ambulance Department
 - i. Update on Caledonia Ambulance Service’s license to provide part-time advanced life support: Tornstrom reported that the Caledonia Ambulance Service was certified to provide advanced life support on a part-time basis starting February 27, 2018. Tornstrom explained that certification as an ALS provider was a rider on top of the Ambulance Department’s BLS certification. Tornstrom noted that the cost of acquiring the ALS certification was covered in part

with a \$2,000 grant from the Carl and Verna Schmidt Foundation Grant, \$2,500 from the Jim Cooper Grant, and \$2,500 from the Caledonia Ambulance Association.

ii. Review of Caledonia Ambulance Service charges: Tornstrom reviewed the charge profile for the Caledonia Ambulance Department since 2009. Tornstrom recommended increasing the BLS rate for emergencies and non-emergencies by 5%—i.e., from \$700 to \$735 and \$615 to \$645—because the rates had not been adjusted since July 2015. Tornstrom also proposed increasing the mileage rate from \$12.00 to \$13.00 and the medical assessment charge from \$125 to \$150—because these rates had also not been adjusted since July 2015.

Member Burns moved to increase the following rates: 1) BLS rate for emergencies from \$700 to \$735; 2) BLS rate for non-emergencies from \$615 to \$645; 3) the mileage rate from \$12.00 to \$13.00 (for 1-17 miles and 18-50 miles); and 4) and the medical assessment charge from \$125 to \$150. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

iii. Donation from Caledonia Ambulance Association for new ambulance: Caledonia Ambulance Director Mike Tornstrom presented Mayor DeWayne “Tank” Schroeder with a check for \$10,000 from the Caledonia Ambulance Association to help pay for the new ambulance and power cot.

CLERK-ADMINISTRATOR:

a. Updates

i. New ambulance: Clerk-Administrator Swann reported that Tornstrom had picked up the new ambulance on March 7, 2018.

ii. Meeting with Smith Schafer & Associates: Swann reported that the auditors were at City Hall on March 6 and March 7, and Tom Wentz was going to present his report to the Council at the Council meeting on April 23.

iii. Full-time police officer position: Swann reported that the City interviewed five candidates for the full-time officer position on March 8, 2018. Swann further reported that the top candidates would be interviewed again in the next couple of weeks.

UNFINISHED BUSINESS:

a. Discussion re wage for part-time administrative assistant at Police Department: Members Burns and Vick had requested that the matter be placed on the agenda again after the Feb. 28, 2018 Council meeting. Burns commented this would allow the current assistant to the clerk-administrator more time to work on City related matters. Assistant to the Clerk-Administrator Allison Wagner reported that an assistant was needed at the Police Department daily because the City needed to submit paperwork to the courts by 11:30 a.m. each day if an arrest was made the day before; Wagner thought there was enough work at the Police Department for 20 hours per week. Member Burns moved to advertise for a part-time administrative position at the Police Department for 20 hours/week at a starting wage of \$16.37. Member Vick seconded the motion. The motion passed 3-2, with Mayor Schroeder and Member Lemke voting against the motion.

NEW BUSINESS:

a. Public hearing re Ordinance 2018-001: An Ordinance Rezoning Properties 216 E. South St., 224 E. South St., and Parcel ID 210804000 from I-1 (Limited Industry District) to R-2

(Urban Residential District): Member Burns moved to adjourn the regular meeting to have a public hearing on Ordinance 2018-001. Member Fisch seconded the motion. All members present voted in favor of the motion, and the meeting was adjourned at 6:14 p.m. At 6:14 p.m. the Council held a public hearing on Ordinance 2018-001, an ordinance that would rezone properties at 216 E. South St., 224 E. South St, parcel ID 210804000 from I-1 (Limited Industry District) to R-2 (Urban Residential District). Swann reported that the City had initiated the proposed rezoning because the I-1 district was not compatible with the surrounding R-2 district properties. Public Works and Zoning Director Casey Klug reported that the three property owners had been notified and that the property owners had not objected. Property owners within 350 feet had also been notified about the proposed rezoning. Janice and Wordean Welper, property owners near the proposed rezoning, spoke in favor of rezoning the property to residential. At 6:32 p.m. Member Burns moved to close the public hearing and reconvene the regular City Council meeting. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed. At 6:32 p.m. the regular City Council meeting was convened.

b. Consideration of Ordinance 2018-001: An Ordinance Rezoning Properties 216 E. South St., 224 E. South St., and Parcel ID 210804000 from I-1 (Limited Industry District) to R-2 (Urban Residential District): Member Burns moved to approve Ordinance 2018-001, an ordinance rezoning properties at 216 E. South St., 224 E. South St, parcel ID 210804000 from I-1 (Limited Industry District) to R-2 (Urban Residential District). Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Review of potential nuisances at 425 E. Lincoln St.: Public Works and Zoning Director Casey Klug reported that the City had sent certified letters to Tina Luhman, tenant at 425 E. Lincoln St., and Gary Klug owner of 425 E. Lincoln St., on Feb. 22, 2018, informing them that the property at 425 E. Lincoln St. had been observed as having accumulating household items, lawn equipment, refuse, and other materials that were not stored properly according to City Code Section 153.184 and City Code Sections 90.15, 90.16, and 90.18. Public Works and Zoning Director Casey Klug reported that the City had received complaints about the property and reported that Ms. Luhman and Mr. Gary Klug had been given 10 days from Feb. 22, 2018 to eliminate the code violations, but as of March 12, 2018, the items had not been removed or properly stored but had rather been pushed closer together and covered with a tarp. Mr. Gary Klug explained to the Council that Ms. Luhman had tried to make the area look nicer. Member Burns moved to order that Ms. Tina Luhman and Mr. Gary Klug had until March 22, 2018 to satisfactorily clean up the nuisance ordinance violation at 425 E. Lincoln St. Mayor Schroeder seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Police chief's annual report: The members reviewed the police chief's annual report for 2017. The members expressed appreciation for the report.

e. Overtime report: Members reviewed the overtime report for the pay period Feb. 12-25, 2018. No further action was taken by the Council.

f. Prepaid claims: Members reviewed the prepaid claims for the period Feb. 14, 2018 - Mar. 8, 2018. Member Burns moved to approve the prepaid claims listed below. The motion was seconded by Mayor Schroeder. All members present voted in favor of the motion, and the motion passed.

Business Financial Planning	Café Plan Payday	313.45
Caledonia True Value	Streetscapes/Mult – Flagpoles, Misc	560.82
IUOE Local #49	Union Dues – Feb 2018	414.00
Law Enforcement Labor Svc	PD – Union Dues Feb 2018	196.00
Lincoln Contractors Supply Inc	Mult – Portable Tent Heater	1,821.88
Louks, Seth	PD – Uniform Allowance	158.97
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	800.00
Alex Air Apparatus, Inc	FD – SBA Compressor Maint	575.00
B & M Service Center	Mult – Fuel	186.50
Bank of Zumbrota	Stp – Te Micro Loans	16,240.00
Blexrud & City, Melissa	Meter Deposit Refund & Interest	251.36
Broadcast Music, Inc	Music License Fee	349.00
Energywise Radiant, Inc	Street – Heater Repair Parts	277.00
Gundersen & City, Timothy	Meter Deposit Refund & Interest	252.67
Heiman Fire Equipment, Inc	FD – Boots & Uniforms	646.22
Northern Beverage Dist	Liquor Store Inventory	3,150.96
Printy Quik	EDA/Council – Name Signs, Frames	118.00
Sandry Fire Supply, LLC	FD – SCBA Maint	118.13
Schott Distributing Co, Inc	Liquor Store Inventory	4,379.90
Spring Grove Soda Pop, Inc	Liquor Store Inventory	91.75
Vison & City, Andrea	Meter Deposit Refund & Interest	251.01
Great Lakes Coca-Cola Dist	Liquor Store Inventory	266.00
Jack Neumann Trucking	Liquor – Freight Exp	136.00
Johnson Brothers Liquor Co	Liquor Store Inventory	3,550.77
Louks, Seth	PD – 2018 Uniform Allowance	144.96
Nelson, Craig	2018 Uniform Allowance	49.00
Phillips Wine & Spirits Co	Liquor Store Inventory	1,838.95
S&S Fleet Service of LaCrosse	Amb – Parts/Labor	1,116.38
Schansberg, Christopher	FD – Reim Spectacle Lenses	120.00
St of MN Dept of Public Safety	Mult – Chemical Inv Fee	300.00
Ziebell's Hiawatha Foods, Inc	Liquor Store Inventory	68.75
Becker, Nathan	Electric – Phone Stipend Feb	25.00
Betz, Mark	Street – Phone Stipend Feb	25.00
Boesen, Dan	Personal Phone Stipend Feb	25.00
Houston County Treasurer	Ho Co Coll Site March 2018	4,690.00
Klug, Casey	Public Works – Phone Stipend	25.00
Minnesota Dept of Health	Stp – E South St. Plan Review	150.00
MN Pollution Control Agency	STP – E South St Permit App Fee	310.00
Nelson, Craig	Personal Phone Stipend Feb	25.00
Rask, Nicholas D	Animal Control – Rent/Misc Ext	75.00
Richard's Sanitation, LLC	Recycling Billed 2/1/2018	7,131.25
Schwartz, Dan	Street – Phone Stipend Feb	25.00
Tornstrom, Michael	Amb – Phone Stipend Feb 2018	25.00
Pearson, Nathan	PD – 2018 Uniform Allowance	32.43
Semcac	EDA – Full App Sm Cities Loan	350.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.0
Breakthru Beverage MN	Liquor Store Inventory	926.46
G & F Distributing	Liquor Store Inventory	252.65
Heim, Kendra	PD – 2018 Uniform Allowance	317.94

Schott Distributing Co, Inc	Liquor Store Inventory	1,824.30
Spring Grove Soda Pop, Inc	Liquor Store Inventory	125.25
Commissioner of Revenue	State W/H – Payday	2,027.58
Merchants Bank	Fed/FICA/Med – Payday	9,790.75
Business Financial Planning	Café Plan Payday	313.45
CEDA	EDA – SCDP Grant Writing Svce	500.00
Mayo Clinic	Amb – BLS HCP Cards	260.00
MN Benefit Association	MBA Payday	35.34
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	800.00
NCPERS Minnesota	NCPERS Payday	32.00
Petty Cash	Replenish Petty Cash	83.84
Principal Life	Clerk's Office – Life/Ad&d/Dep Life	525.24
Public Emp Retirement Assn	Pera Payday	8,536.87
Bulman, Kevin	City Hall – Cleaning	36.00
Hammell & Murphy, PLLP	City of Cal – General	5,109.50
MN Dept of Revenue	Sales/Use Tax – Feb 2018	17,975.00
Sleepy Hollow Truck Center	Street – Sander Spreader Mot	270.00
Stemper, Matthew J	City Hall/Aud – Check Boiler	140.00
True Brands	Liquor Store Inventory	348.06
Acentek	Mult – Comm Exp	1,287.64
Commissioner of Revenue	State W/H – Payday	215.54
DRE	Amb – Equipment	3,875.00
Heaney, Jadi	Amb – Refund Recapture	594.00
Merchants Bank	Fed/FICA/Med – Payday	1,066.07
Minnesota Energy Resources	Mult – Nat'l Gas	5,957.35
MN Municipal Beverage Assn	Conf Reg Fee – Patty Gavin	410.00
MN Pollution Control Agency	Stp – WW/Biosolids Training	425.00
Molly's Winery	Liquor Store Inventory	390.00
Northern Beverage Dist	Liquor Store Inventory	1,990.20
Public Emp Retirement System	Pera Payday	716.85
WSB	Kingston St Reconstruction	25,418.00
Coffield, Mark	PD – Health Insurance	477.89
IUOE Local 49 Benefit Fund	Mult – Health Ins	26,096.00
Kraus Oil Co Inc	Mult – Fuel	1,634.50
Verizon Wireless	Mult – Comm Exp	194.18
Everest Emergency Vehicles	Amb – 2018 Ford Ultramedic	186,553.00
Jack Neumann Trucking	Liquor – Freight Exp	162.00
Johnson Brothers Liquor Co	Liquor Store Inventory	3,339.68
Phillips Wine & Spirits co	Liquor Store Inventory	1,989.20
Schott Distributing Co, Inc	Liquor Store Inventory	5,781.80
Tweten, Sharon	Amb – Refund Duplicate Payment	125.00
Ziebell's Hiawatha Foods, Inc	Liquor Store Inventory	26.85
Dress, Ashley	Library – Reim Postage	20.00
MN Municipal Beverage Assn	Conf Reg Fee – Patty Gavin	80.00
Visa	Mult – Misc	1,831.46
Breakthru Beverage MN	Liquor Store Inventory	1,694.48
G & F Distributing	Liquor Store Inventory	350.70
Schott Distributing Co, Inc	Liquor Store Inventory	1,904.50
Vinocopia, Inc	Liquor Store Inventory	247.50

Total: \$377,397.81

g. Claims payable: Council reviewed the claims payable for March 2018. 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	540.00
Airgas USA, LLC	Street – Oxygen/Acetylene	140.66
Auto Value Parts Store	Mult – Misc	238.68
Baker & Taylor Books	Library – Books	361.48
Becker & Stemper Electric, LLC	Street Division – Bulbs	451.86
Bonanza Grain, Inc	Aud – Rock for Ice Control	121.75
Border States Electric Supply	Street Dept – Ice Cleats	86.82
Bound Tree Medical, LLC	Amb – Supplies	2,581.88
Caledonia Auto Repair, LLC	PD – Repairs/Maint	54.48
Caledonia Econ Develop Auth	Transfer From General Fund to EDA	3,435.00
Caledonia Haulers, Inc	FD – Eng 1420 Rpairs/Maint	528.39
Carquest Auto Parts Store	Mult – Misc	157.29
City of Caledonia – Utilities	Mult – Electric, Water, Sewer	12,285.91
Dairyland Power Cooperative	Light – Labor Wild Turkey Substation	169.64
Davy Engineering	Mult – Eng Fees, Investigate Rust Pool	5,671.38
Davy Laboratories	Stp – Lab	2,591.25
E O Johnson Company	Mult – Copier Agreement	482.84
ECM Publishers, Inc	Mult – Misc	614.05
Expert T Billing	Amb – Contracted Billing	702.00
Farmers Coop Elevator Co	Street – Gloves, Misc	34.55
Gov Deals	Street – Fee/Sale of Concrete	48.75
Hammell & Murphy, Pllp	Mult – Misc	5,632.75
Hawkins, Inc	Mult – Chlorine Cylinder, Chemicals	1,021.70
Hoskins Electric, Inc	Mult – Misc	2,909.31
Houston County Treasurer	SPCL Assess Adm/ Tif Distr Adm	266.20
Innovative Office Solution LLC	Mult – Misc	212.25
Kwik Trip Stores	Amb – Fuel	71.27
Little Falls Machine, Inc	Street Equip – Snow Plow Parts	146.72
Materials Evaluation & Eng Inc	Aquatic Ctr – Eng Fees	6,449.50
Mayo Clinic	Amb – Bls Hcp Cards	100.00
Menard's	Sewer – Tools	144.98
Meyer's Lawn Service	Streets – Snow Plow Removal	175.00
Mienergy Cooperative	Mult – Elec Energy & Green Acre Light	176,548.24
Minnesota Dept of Commerce	Light – 4 th Qtr 2018	539.47
Minnesota Dept of Health	Water Svc Conn Fee 1 st Qtr 2018	1,860.00
Mississippi Welders Supply Co	Mult – Propane Cylinder, Oxygen	518.28
MN Chiefs of Police Assn	PD – Forms/Permits to Purchase	109.90
Morton Salt	Streets – Winter Maint Mtls	4,370.58
Moss & Barnett	Aquatic Ctr – Rust Issue	945.00
Richard's Sanitation, LLC	Refuse Disposal	175.50
Schilling Supply Company	Mult – Misc	510.80
SE Libraries Cooperating	Library – Barcodes & Tech Fees	620.79
Sema Equipment, Inc	FD – Shop Towels	20.32
Service Master Comm Cleaning	Janitorial Svcs Fee	527.45
Southern Glazer's of MN	Liquor Store Inventory	1,569.90
Spring Grove Soda Pop, Inc	Liquor Store Inventory	110.25

Star Energy Services	Light – Eng Fees	179.00
Water Systems Company	Clerk’s Office – Drinking Water	21.55
Winjum, Jeff	FD – Reim 1 Set Tire Chains	194.97
Zep Sales & Service	Stp/Street – Hand Soap, Lube	<u>87.75</u>
Total:		\$238,158.28

ANNOUNCEMENTS:

a. The regular Council meeting scheduled for Monday, March 26, 2018 was canceled, and the City Council would be having a special meeting on Wednesday, March 28, 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 Member Lemke. All members present voted in favor, and the motion was declared carried to adjourn at 7:35 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator