

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, May 9, 2016

CALL TO ORDER: Following due call and notice thereof, Mayor Gran called the meeting to order at 6:01 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: Mike Gerardy, administrative coordinator, and Adam Swann, clerk-administrator. Visitors present: Polly Heberlein, Caledonia Street Scapes; Chuck Schulte; and Jessie Twite.

AGENDA: Member Burns moved to add the following items to the agenda: flower maintenance on Main Street; the May 11 joint meeting between the Houston County Board of Commissioners, the School Board for the Caledonia Area Public Schools, and the Caledonia City Council; City regulation of solar panels in the City. City Clerk-Administrator Swann asked the Council to add Tactacam to the agenda. Member Fisch moved to approve the agenda as amended; the motion was seconded by Member Burns. All members present voted in favor to approve the agenda as amended.

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

- a. Approval of minutes for April 25, 2016 regular meeting

PUBLIC COMMENT: None.

PRESENTATIONS:

- a. Chuck Schulte: Mr. Schulte reported difficulty obtaining information about pool ads from Signature Aquatics, Inc.

PUBLIC HEARING

- a. Application to Rezone Property at 123 W. Lincoln St. from Business to Residential:
At 6:38 p.m. the regular meeting of the City Council was adjourned to hold a public hearing on an application by ICAN, LLC to rezone the property at 123 W. Lincoln St. from business to residential. Administrative Coordinator Mike Gerardy reported that the property was across the street from an R-2 district. Jessie Twite, a representative from ICAN, LLC, requested that Council refrain from making a decision on ICAN, LLC's application because the firm might be selling the property to another business. No further

action was taken by Council. At 6:53 the public hearing was closed, and the regular meeting of the Caledonia City Council was reconvened.

CLERK-ADMINISTRATOR: Mr. Swann reported that the active shooter drill at the high school had been well organized by Chief Zehnder, and Mr. Swann praised the efforts of the police officers, sheriff's deputies, EMTs, EMRs, teachers, students, and other volunteers who had participated in the drill.

UNFINISHED BUSINESS:

a. Repairs to flooring in Municipal Auditorium gym: Administrative Coordinator Mike Gerardy reported that the tuck pointing was not going to be needed. Mr. Gerardy further reported that Stalker Sports Floors estimated it take about three weeks to resurface the floor and repair some of the boards. Member Fisch moved to approve the resurfacing and repairs to the Municipal Auditorium by Stalker Sports Floors for the quoted price of \$13,350.00. The motion was seconded by Member Burns. All members present voted in favor of the motion, and the motion passed.

b. Future of ambulance director position: The Council discussed whether the City should hire a full-time ambulance director or a part-time director. The Council reviewed the wages and hours of the current director and assistant director. The Council requested more information about the wages, benefits, and training costs for the directors and EMTs. Member Burns reported that he and Member Schroder—i.e., the Council's Public Safety Committee—would meet with the current ambulance director to get more information about the assignment of duties within the department.

c. Flower maintenance: The Council discussed with Polly Heberlein (of Street Scapes) options for watering hanging flowers on Main Street. No further action was taken by the Council.

NEW BUSINESS:

a. Chip seal resurfacing: Administrative Coordinator Mike Gerardy reported to Council that he had a quote of \$12,421 from Scott Construction, Inc. for asphaltic chip seal surfacing of East South Street and Esch Drive. Member Fisch moved to approve the chip seal surfacing work. Member Schroeder seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Glass for Clerk's Office Counter: Administrative Coordinator Mike Gerardy reported to Council that he had a quote of \$941 from Glass Service Center, Inc. for the installation of protective glass at the Clerk's Office counter. Member Burns moved to approve the installation. Member Lemke seconded the motion. Members Lemke, Burns, Schroeder, and Fisch voted in favor of the motion. Mayor Gran voted against. The motion passed 4-1.

- c. Accept resignation of Donn Hager as emergency medical technician: Member Fisch moved to accept the resignation of Donn Hager as an emergency medical technician for the Ambulance Department. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.
- d. Authorization to hire Brittany Darling as emergency medical technician: The members reviewed Ambulance Director Mike Tornstrom's recommendation to hire Brittany Darling. Member Burns moved to authorize the hiring of Brittany Darling as an emergency medical technician in the Ambulance Department. The motion was seconded by Member Fisch. All members present voted in favor of the motion, and the motion passed.
- e. Establish date of hire for Jeff Winjum: Council approved hiring Jeff Winjum as member of Caledonia Fire Department at Council's April 25, 2016 meeting but did not establish date that hire was effective. Member Burns moved that Jeff Winjum's date of hire be effective as of December 7, 2015. The motion was seconded by Member Lemke. All members present voted in favor of the motion, and the motion passed.
- f. Resolution 2016-004: A Resolution Approving Amendment of Lease with State of Minnesota for Use of City Land for Motorcycle Skills Test Course: The members reviewed the proposed resolution approving the amendment of lease (No. PS0265) between the City of Caledonia and the State of Minnesota for the use of City land for a motorcycle skills test area. Clerk-Administrator Adam Swann explained that the State of Minnesota had requested the amendment because the lease was to expire June 30, 2016, and the state wanted an additional five-year term, which would commence on July 1, 2016 and continue through June 30, 2021. Member Burns moved to approve Resolution 2016-004, and Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.
- g. Condition of the building at 119 S. Kingston St.: Council discussed complaints about the condition of the building at 119 S. Kingston St. The consensus of the Council was that Council should talk with the property owners at the next meeting.
- h. Tactacam: City Clerk-Administrator Swann updated Council on the status of the City's financial incentives for Tactacam. No further action was taken by the Council.
- i. County meeting: Pursuant to an inquiry from Member Burns, Mayor Gran provided Council with an overview of the May 11 joint meeting with the Houston County Board of Commissioners, Caledonia City Council, and the School Board for the Caledonia Area Public Schools ISD to discuss the proposed Houston County Highway Department shop.

j. Overtime report: Council reviewed the overtime report for City employees for the pay period April 11, 2016-April 24, 2016. No further action was taken by the Council.

k. Prepaid claims: Council reviewed the prepaid claims for the period April 11, 2016-May 6, 2016. Member Lemke moved to approve the prepaid claims listed below. Motion seconded by Member Schroeder. All members present voted in favor of the motion, and the motion passed.

Caledonia Oil Co	Mult – Unleaded	942.27
Elgin, City of	Annual Mtg Fee – Mult	60.00
St. Mary Auto Body Shop	PD – Towing Fee	100.00
US Postal Service	Clerk’s Office – Postage Stamps	162.00
Zep Sales & Service	Mult – Misc	295.41
Buttall’s Lighting	Mult – bulbs	158.62
Davy Engineering	Cal – Swim Pool Design Rev	1,315.95
Erickson & City, Dylan	Meter Deposit Refund & Interest	250.38
Sema Equipment, Inc	Street Equip – JD 2015 Tractor	6,900.00
Wermager & City, Kyle	Meter Deposit Refund & Interest	250.46
Williams & City, Nicole	Meter Deposit Refund & Interest	250.48
Blue Cross Blue Shield of MN	PD – Health Ins (M Coffield)	2,436.69
Expert T. Billing	Ambulance – Contracted Billing	675.00
Fisdap	Amb – EMT Practice Tests	140.00
Moss & Barnett	Mediacom Franchise Renewal	33.00
Northern Beverage Dist	Liquor Store Inventory	1,026.30
Schott Distributing Co, Inc	Liquor Store Inventory	5,683.70
Spring Grove Soda Pop, Inc	Liquor Store Inventory	139.25
Artisan Beer Company	Liquor Store Inventory	89.00
Bellboy Corporation	Liquor Store Inventory	148.13
Boesen, Dan	Personal Phone Stipend April	25.00
Caledonia True Value	Stp – Misc	529.85
Clarey’s Safety Equipment	FD – Gas Monitor	750.00
Hoskins Electric Co	Clerk’s Office – Relocate Serv	988.61
Houston County Treasurer	Mult – Snow Plowing & MSHA Ref	1,065.50
Jack Neumann Trucking	Liquor – Freight Exp	144.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,679.55
Kraus Oil Co Inc	Mult – Diesel	777.75
Nelson, Craig T	Personal Phone Stipend April	25.00
Phillips Wine & Spirits Co	Liquor Store Inventory	3,022.11
Smith Schafer & Associates	Annual Audit 2015	6,650.00
Houston County Treasurer	Ho Co Coll Site May 2016	4,683.00
Sandry Fire Supply, LLC	FD – Gloves/Hoods	1,356.00
Wiebke Tire & Exhaust, LLC	Street Equip – Truck 98 Tire	100.00
B & M Service Center	Street Equip – Fuel	189.30
Gavin, Patricia	Manager – Travel Exp	57.41
Gerardy, Michael F	Adm Cord – Reim CDL Physical	50.00
Lemke, Todd	FD – Air Park Batteries	105.60
Louks, Seth	PD – Fuel Reim	15.00

MN State Fire Dept Assn	FD – Subscr To “MN Firefighter”	7.00
Northern Beverage Dist	Liquor Store Inventory	1,909.35
Steele Construction & Landsc	Tree Removal/ Stump Grinding	1,800.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Becker, Nathan	Light Dept – Travel Exp	188.31
Breakthru Beverage MN	Liquor Store Inventory	927.41
Commissioner of Revenue	Sate W/H – Payday	1,581.82
Houston County Treasurer	Light – Refund Dup Payment	347.00
Kinneberg, Myron O	Aud/City Hall – Reim Misc	20.04
Merchants Bank	Fed/Fica/Med – Payday	8,393.19
MN State Retirement System	MNDCP/Roth – Payday	645.00
Principal Life	Mult – Life/AD & D/Dep Life	525.30
Schott Distributing Co, Inc	Liquor Store Inventory	8,844.85
Southern Wine & Spirits of MN	Liquor Store Inventory	1,273.38
Spring Grove Soda Pop, Inc	Liquor Store Inventory	660.65
Business Financial Planning	Café Plan Payday	312.01
CPR Savers	PD – Casualty Simulation Kit	649.50
Gopher State One Call	Light – 2016 Annual User Fee	100.00
MN Benefit Association	MBA Payday	35.34
MN Child Support Payment Ctr	1 Case Id	203.04
NCPERS Minnesota	NCPERS Payday	48.00
Public Emp Retirement Assn	Pera Payday	7,353.73
Swann, Adam G	Clerk/Adm – Moving Expense	2,133.45
Coulee Region Sports League	Rec Park – Summer 2016 League	410.00
Caledonia Conv & Tour Bureau	Tourism	234.88
Heiman Fire Equipment, Inc	FD – Hose	3,004.75
MN Dept of Revenue	Sales/Use Tax – April 2016	15,419.00
Northern Beverage Dist	Liquor Store Inventory	3,037.75
Richard’s Sanitation, LLC	Recycling – Collections April	6,838.80
Schott Distributing Co, Inc	Liquor Store Inventory	5,735.15
Spring Grove Soda Pop, Inc	Liquor Store Inventory	179.75
Commissioner of Revenue	Sate W/H – Payday	317.88
Merchants Bank	Fed/Fica/Med – Payday	2,202.92
Public Emp Retirement Assn	Pera Payday	1,551.91
Acentek Ascending Technology	Mult – Comm Exp	1,109.04
Artisan Beer Company	Liquor Store Inventory	67.50
IUOE Local 49 Benefit Fund	Mult – Health Ins	20,680.00
Jack Neumann Trucking	Liquor – Freight Exp	54.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,183.01
Kraus Oil Co Inc	Mult – Fuel	896.75
Miller/Davis Company	Clerk’s Office – Ord Book	350.00
Phillips Wine & Spirits Co	Liquor Store Inventory	484.39
Verizon Wireless	Mult – Comm Exp	241.73
Visa	Mult – Misc	1,278.13
Breakthru Beverage MN	Liquor Store Inventory	1,846.08
G & F Distributing	Liquor Store Inventory	465.00
League of MN Cities Ins Trust	Comp for Loss of Fixed Assets	2,355.00
Minnesota Energy Resources	Mult – Nat’l Gas	2,143.30
Northern Beverage Dist	Liquor Store Inventory	1,801.90
Schott Distributing Co, Inc	Liquor Store Inventory	1,813.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	121.35
Total:		\$157,376.65

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

Abrams & Schmidt LLC	Consulting Attorney – Labor/Svc	1,039.50
Artic Glacier USA, Inc	Ice	123.60
Baker & Taylor Books	Library 0 Books (Ho Co Funding)	330.17
Bonanza Grain, Inc	Mult – Mult	771.80
Bound Tree Medical, LLC	Amb- Misc Supplies	879.99
Caledonia Implement Co	Street Equip – Repair Part	30.75
Caledonia Lumber Co, Inc	Street – Misc	6.70
Caledonia Oil Co	PD – Car #22 Maint	40.10
Caledonia Wheel Alignment	PD – Parts, Labor, Ext	591.82
Carquest Auto Parts Store	Street – Paint Thinner	38.11
City of Caledonia – Utilities	Mult – Sewer, Water, Electric	10,364.19
Communications Service WI	FD – Radio Repair	526.25
Cooper Power Systems	Light – Substation Project	26,487.00
Croell Redi Mix, Inc	Pathway Light Prjt – Concrete	26.50
Davy Engineering	Mult – Neg Kraus Sewer Cons & Eng Fees	254.21
Davy Laboratories	Stp – Lab	1,986.25
Demco	Library – Misc Supplies	53.45
Dress, Ashley	Library – Mileage Reim	85.21
E O Johnson Company	Mult – Copier Agr	468.47
ECM Publishers, Inc	Mult – Ads	353.86
Ellingson Motors	Street Equip – Install Flaps New	117.60
Farmers Coop Elevator Co	Mult – Misc	104.29
Fleet Safety Equipment, Inc	PD – Misc	296.80
Galls, LLC	PD – Uniforms (General for all)	48.00
Gopher State One Call	Light – Location Notifications	68.15
Hammell & Murphy, PLLP	Prosecution Matters	2,399.75
Hawkins, Inc	Stp – Chemicals	1,165.13
Hildi, Inc	FD – Audit Services	2,100.00
Innovative Office Solutions	Mult – Misc	152.45
Kinneberg, Myron O	Mult – Reim Flowers Near Bldg	28.00
Laser Product Technologies	Clerk's Office – Office Supplies	80.90
Mathy Construction Co	Streets – Cold Mix for Patching	77.17
Mayo Clinic	Amb – BLS HCP Cards	170.00
Metering & Tech Solutions	Water – Inventory for Resale	25.50
Michael's Truck Equipment	Street Equip – Misc	3,052.09
Minnesota Pipe & Equipment	Water – Hydrant Paint	138.96
Richard's Sanitation, LLC	Refuse Disposal	121.00
Rogich, Mike	PD – Storage Unit Rent May	550.00
Schilling Supply Company	Mult – Copy Paper & Perf Paper	256.11
SE Libraries Cooperating	Library – Auto Fees & Pharos	684.52
SEMA Equipment, Inc	Street Equip – Mower Blades & Wheel Wei	132.01
Semlm	Membership Dues – 2016	40.00
Southern Wine & Spirits of MN	Liquor Store Inventory	324.40
Star Energy Services	Light – 2016 Wild Turkey Sub Prjt	2,512.50
Tri County Electric Co-Op	Mult – Elec Energy	146,541.69
Water Systems Company	Clerk's Office – Drinking Water	13.72

World Point Ecc, Inc	Amb – Training Mtls	377.25
Ziebell’s Hiawatheha Foods Inc.	Liquor Store Inventory	<u>41.93</u>
Total:		\$207,700.45

CLOSED SESSION: The regular meeting was closed by Mayor Gran at 8:49 p.m. pursuant to 13D.01 and 13D.05 for the purpose of discussing medical data of a City employee. The regular meeting was reopened at 9:07 p.m.

ANNOUNCEMENTS: The next regular meeting will be on Monday, May 23, 2016 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 9:09 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk-Administrator