

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL  
CITY COUNCIL CHAMBERS, CITY HALL  
CALEDONIA, MINNESOTA  
Monday, June 12, 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, and Randi Vick. Council member(s) absent: Robert Lemke. City staff present: Adam Swann, clerk-administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA APPROVAL: 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 May 22, 2017 regular meeting
- b. Approval of ambulance subsidy agreement with Crooked Creek Township
- c. Accept resignation of Craig Wurzel as permanent part-time officer in Caledonia Police Dept.
- d. Accept resignation of Zach Swedberg as full-time police officer in Caledonia Police Dept.
- e. Approval to hire Case McCormick as EMR for Caledonia Ambulance Dept.

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

a. Updates: Clerk-administrator Swann reported the following updates: (i) the City had started accepting credit cards for payment of utility bills; (ii) the renovations to the Liquor Store were complete; (iii) the Liquor Store was going to be open on Sundays from 11 a.m. to 4 p.m. starting July 2; (iv) Craig Nelson passed the written exam for a Class B wastewater operator license; (v) the Caledonia Aquatic Center opened on June 6, 2017, and lifeguards had received praise from citizens for their contributions on June 10, 2017 during the community event organized by the Community Spirit group; (vi) Neuman Pools, the pool contractor for the Caledonia Aquatic Center, had installed the diving board five inches too high and was ordering a new pedestal that was expected to ship in two weeks.

UNFINISHED BUSINESS:

a. Request from Fire Dept. for authorization to purchase trailer: Council discussed a request from the Fire Dept. to purchase a 2008 Legend (7' x 14') trailer for use with transporting materials needed for responding to potentially contaminated spills. Member Fisch moved to approve the purchase of the trailer for \$3,000, with the cost to be split 50/50 with the Caledonia Fire Relief Association. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Authorization to advertise for position of part-time administrative assistant for Police Department: Council reviewed a proposed job description for a part-time administrative assistant for the Police Department and discussed whether to advertise for the position. Member Burns explained that he supported hiring a part-time administrative assistant because it would enable the City to staff the front desk at the Police Department for at least some time every day and would also enable Allison Wagner, who was currently providing support to the Police Department, to work on economic development matters. Member Burns moved to advertise for a part-time administrative assistant position who would work 20 hours a week at the Police Department as described in the proposed job description and to

advertise the position at a salary not to exceed \$15 per hour. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

NEW BUSINESS:

a. Authorization to accept bid and award City Contract No. 2017-1 to W. Klaetsch Paving, LLC: Clerk-administrator Swann reported that the City had received two bids for City Contract No. 2017-1, which comprised a list of paving projects for 2017. The City received a bid from W. Klaetsch Paving, LLC in the amount of \$165,385 and a bid from Mathy Construction Company in the amount of \$213,782.50. Member Fisch moved to accept the bid from W. Klaetsch Paving, LLC for the paving work listed on the bid except for S. Pine St., S. Hokah St., and N. Ramsey St. Member Vick seconded the motion. The motion passed 3-0, with Member Burns abstaining due to the fact that he had previously worked for Mathy Construction, Inc.

b. Consideration of quote from Scott Construction, Inc. for seal coating portions of W. Main St. and Grant St.: Council reviewed a quote in the amount of \$12,289 from Scott Construction, Inc. to seal coat portions of W. Main St. and Grant Street. The quote also specified that Scott Construction, Inc. would seal coat for no charge the patch on Esch Drive that hadn't held the chip seal from 2016. Member Fisch moved to accept the quote from Scott Construction, Inc. for seal coating. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Authorization to accept quote from Heartland Security for installation of video surveillance system at Caledonia Aquatic Center: Council reviewed a quote from Heartland Security to install a video surveillance system at the Caledonia Aquatic Center. Member Fisch moved to approve the installation of an eight-channel surveillance system at the Caledonia Aquatic Center for a cost of up to \$4,000 and to allocate the expense to the swimming pool budget in the General Fund. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Authorization to hire Davy Engineering to assist with preparing scope of work and negotiating contract prices for installation of spiral heat exchanger and two boilers at wastewater treatment facility: Council reviewed a preliminary cost estimate for replacing the boiler, heat exchanger, and gas safety equipment at the wastewater treatment facility. Clerk-administrator reported that the immediate need was to replace the boiler and heat exchanger and explained the reasons Water/Wastewater Supervisor Dan Boesen was recommending that the City replace the combination boiler/heat exchanger with a new heat exchanger and boilers. Member Burns moved to approve the project—of replacing the combination boiler heat exchanger with a new heat exchanger and separate boilers—and having Davy Engineering move forward with the preparation of the acquisition and installation of the boilers and the City directly purchasing the boilers. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Review of Aquatic Center Fund: Clerk-administrator Swann presented Council with a spreadsheet showing an estimate of the remaining costs and expenses for the Caledonia Aquatic Center. Member Burns moved to transfer \$10,101.57 from the Capital Improvement Fund to the Aquatic Center Fund to cover unanticipated expenses including additional invoices for the Wall of Honor and installation of mandatory stainless steel stanchion posts around the drop slide. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Overtime reports: Members reviewed the overtime report for the pay periods May 8-21, 2017 and May 22-June 4, 2017. No further action was taken by the Council.

g. Prepaid claims: Members reviewed the prepaid claims for the period May 10, 2017 through June 9, 2017. Member Fisch moved to approve the prepaid claims listed below. The motion was seconded by Member Burns. All members present voted in favor of the motion, and the motion passed.

Airgas USA, LLC	Street – Misc Welding Supplies	202.58
Axon Enterprises, Inc	PD – Taser Cartridges	1,282.20
City of Virginia	City Clerk – Travel Exp	248.34
Communications Service WI	PD – Mobil Radio Repair Squad	23.75
DALCO	Mult – Misc Supplies	263.76
Dress, Ashley	Library – Mileage Reim	84.42
E O Johnson	Mult – Copier Agr	468.47
Expert T. Billing	Amb – Contracted Billing	1,296.00
Hawkins, Inc	Stp – Chemical Fee	5.00
Holmen Youth Baseball	Reg Fee – 14U Gold Baseball	275.00
Jeff’s Automotive Repair	Water & Sewer – Van Repairs	947.41
Kester, Susan L	Amb – EMT Skills Test Out	175.00
Mann, Stephanie	Clerk’s Office – Mileage Reim	20.33
Mienergy Coopertive	Mult – Elec Energy, Lighting	142,267.25
Overhead Door Co	PD/Amb – Door Repair/Maint	244.02
Rogich, Mike	PD – Storage Unit Rent	550.00
Schmitz Refrigeration	PD/Amb – Furnace Repairs	466.26
Southern Glazer’s of MN	Liquor Store Inventory	1,081.49
Storlie Portable Pit Stops LLC	Park Areas – Toilet Rent	110.00
Thomas Reuters	Clerk’s Office – Tech Support	96.00
Todd’s Towing & Transport	PD – Tow Fee	100.00
Water Systems Company	Clerk’s Office – Drinking Water	7.85
B & D Sealcoating MFG	Streets – Crack Sealing Project	6,000.00
Bonanza Grain, Inc	Mult – Misc	703.45
Burns, Robert H	Reim – Pool Chairs Summer	286.45
Meyer Brothers, Inc	Replace Defective Sidewalks	3,871.50
Swann, Adam G	Clerk/Adm/Pool – Travel Exp, Supplies	1,334.38
Becker & Stemper Electric	Park Areas – Labor/Svces	347.63
Caledonia Oil Co	Mult – Fuel	1,050.45
Croell Redi Mix, Inc	Storm Drainage – Mtls	77.55
Legacy Power Line Inc	Light – Substation Conversion	26,872.50
Resco	Light – Inventory	341.13
Boys & Girls Clubs	Park Rec – Reg Fee 11/U Upper	175.00
Galls, LLC	PD – Uniforms (K Zehnder)	280.95
Legacy Power Line Inc	Light – Substation Conversion	23,866.86
Semnit	Mult – Misc	4,680.74
B & M Service Center	Street Equip – Fuel	174.92
Boesen, Dan	Personal Phone Stipend May	25.00
Bound Tree Medical, LLC	Ambulance – Misc Supplies	966.36
City of La Crosse	Street Equip – Sweeper Parts	200.00
Gerardy, Michael F	Cable TV – Antenna	39.99
Houston County Treasurer	Ho Co Coll Site	4,686.50
MN Bureau of Crim App	PD – Re-Cert Course Fee	150.00
Nelson, Craig T	Personal Phone Stipend May	25.00
Rask, Nicholas D	Animal Control – Rent/Misc	75.00
Caledonia Lumber Co, Inc	Park Areas – Shelter Maint	1,005.72
Caledonia True Value	PD – Misc	354.01

Carten & City, April	Meter Deposit Refund & Interest	250.51
Houston County Public Health	Turkey Fest – Turkey Costume	1,281.44
Ivie & City, Jessica	Meter Deposit Refund & Interest	251.15
Klankowski & City, Lisa	Meter Deposit Refund & Interest	251.15
Mayo Clinic Health Systems	Amb – BLS Card	10.00
Natural Structures	Aquatic Ctr – Mystical Super Splash	46,794.00
Salo & City, Ben	Meter Deposit Refund	120.00
Scanlan & City, Matison	Meter Deposit Refund & Interest	250.98
Stoltz & City, Caitlin	Meter Deposit Refund & Interest	251.96
Swann, Adam G	Clerk/Adm – Travel Exp	248.34
Tewes & City, Jennifer	Meter Deposit Refund & Interest	250.51
Becker, Nathan	Light – 2017 Uniform Allowance	125.00
Caledonia Police Reserves	Music in the Park- Rent Mobile	250.00
City of Onalaska	Tourney Reg – 11 Upper/12	200.00
Lemke, Todd	FD – Light Assbly (Reim) Truck	75.05
Meyer Brothers, Inc	Curb & Sidewalk Repair	9,230.00
MN Pollution Control Agency	WW – Class B Cert Fee	45.00
Moore, Kody	Rec Park – Travel Exp	34.78
Pearson, Nathan	PD – Reim Gas For Squad	20.00
Business Financial Planning	Café Plan Payday	311.53
Commissioner of Revenue	State W/H – Payday	1,879.69
Merchant's Bank	Fed/Fica/Med – Payday	9,732.58
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
Public Emp Retirement Assn	Pera Payday	8,233.01
Houston County Treasurer	April 2017 Fluorescent Bulb	658.77
Merchant's Capital Resource	FD – 2008 Alexis Pumper	30,664.35
Oesterle, Gary	Liquor Store – Remodel Labor	139.50
Principal Life	Mult – Life/AD&D/Dep Life	526.83
Richard's Sanitation, LLC	Recycling Billed 5/1/2017	7,061.80
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Coulee Region Sports League	Rec Park – Summer 2017	30.00
Ginther, Matthew	Reim – Ball Program Equip	30.00
Midwest Installations, LLC	Liquor Store – Floor Tile/Inst	14,700.90
MN Rural Water Assn	Membership July 2017 – July	250.00
Resco	Light – Inventory	1,999.03
Betz, Mark G	2017 Uniform Allowance	125.00
Hammell & Murphy, Pllp	City of Cal – Prosecution	6,765.25
Jack Neumann Trucking	Liquor – Freight Exp	182.00
Johnson Brothers Liquor Co	Liquor Store Inventory	4,622.84
MN City/County MGMT Assn	City Clerk – Membership	100.00
Phillips Wine & Spirits Co	Liquor Store Inventory	2,188.33
US Postal Service	Mult – Misc	6,750.25
Visa	Mult – Misc	2,404.58
MN Dept of Revenue	Sales/Use Tax – May 2017	14,381.00
Caledonia Oil Co	Mult – Misc	1,027.35
City of Caledonia	Increase Change Fund	10.00
City of Virginia	City Clerk – Travel Exp Adj	-248.34
Coffield, Mark	PD – Health Insurance	450.00
Commissioner of Revenue	State W/H – Payday	276.95

IUOE Local 49 Benefit Fund	Mult – Health Ins	20,820.00
La Crosse YMCA	Pool – Lifeguard Training	900.00
Lange, Julie	Park & Rec – Refund Ball	45.00
Mary Ann’s Floral	Pool – Grand Opening Balloons	24.00
Med City Environmental, LLC	Liquor Store – Floor Tile Reim	7,500.00
Merchant’s Bank	Fed/Fica/Med – Payday	1,552.12
Meyer Brothers, Inc	Park Areas – Concrete Near Park	3,755.00
MN Post Board	Post Renewal – Shawn Marlow	90.00
Northern Beverage Dist	Liquor Store Inventory	1,833.35
Public Emp Retirement Assn	Pera Payday	996.87
Schmitz Refrigeration	Liquor Store – Cooler Repair	87.50
Spring Grove Soda Pop, Inc	Liquor Store Inventory	92.00
US Postal Service	Annual Fee – PO Box 232	274.00
Verizon Wireless	Misc – Comm Exp	194.83
Ziebell’s Hiawatha Foods, Inc	Liquor Store – Inventory	35.69
Minnesota Dept of Health	Pool – 2017 License Renewal	475.00
Steele, Nancy	Reim – Open Sign Liquor Store	5.95
Business Financial Planning	Café Plan Payday	311.53
Caledonia Police Association	PD Assn Dues – June 2017	100.00
Commissioner of Revenue	State W/H – Payday	2,885.24
IUOE Local #49	Union Dues – June 2017	408.00
Merchant’s Bank	Fed/FICA/Med – Payday	15,091.47
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	9,198.37
Bearbower Painting	Tree Removal – 1123 E Main St.	3,000.00
Doyle, Patrick	Reim – Summer Ball Equip	489.93
Minnesota Energy Resources	Mult – Misc	1,157.03
Moore, Kody	Rec Park – Reim Ball Park Equip	399.96
Resco	Light – Misc	114.62
Storlie Portable Pit Stops	Rec Park – Toilet Rent	210.00
Zenke Incorporated	Water – Main Break Winnebago	1,340.00
Brice Prarie BB/SB	Park/Rec – Tourney Fee	150.00
Coulee Concrete Repair LLC	Sidewalks – Jack Downtown	1,800.00
Miken Sports	Sales Tax Refund	309.88
Buttell’s Lighting	Liquor Store – Bulbs	175.82
City of Caledonia	Increase Change Fund	50.00
G & F Distributing	Liquor Store Inventory	437.40
Meyer Garden	Streetscapes – Baskets/Fert	1,276.00
Northern Beverage Dist	Liquor Store Inventory	5,526.10
Schott Distributing Co, Inc	Liquor Store Inventory	6,686.30
Southern Glazer’s of MN	Liquor Store Inventory	2,298.59
Spring Grove Soda Pop, Inc	Liquor Store Inventory	92.25
Steele Painting	Liquor Store – Interior Painting	4,725.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Ziebell’s Hiawatha Foods, Inc	Liquor Store Inventory	33.77
TDS Media Direct. Inc	Liquor – Ad	399.00

**Total: \$503,421.16**

h. Claims payable: Council reviewed the claims payable for June 2017. Member Burns moved to approve payment of the claims listed below. The motion was seconded by Mayor Schroeder. All members present voted in favor of the motion, and the motion passed.

Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	499.50
Acentek Ascending Technology	Mult – Comm Exp	4,148.25
Agvantage FS	FD – Training Exp/Lp Burn	242.70
Airgas USA, LLC	Street – Oxygen/Acetylene	146.52
Allied Products Corporation	Park Areas – Flags	419.22
Allstar Engines, LLC	Mult – Misc	712.95
American Lock & Key	Pool – Keys	95.00
American Red Cross	Pool 2017 Learn to Swim Facility	300.00
Anchor Industries, Inc	Aquatic Ctr – Funbrellas/Braces	6,745.19
Artic Glacier USA, Inc	Ice	104.85
Auto Value Parts Store	Stp – Parts	2.78
B & D Sealcoating MFG	Streets – Patching E Grant & Pool	3,475.00
Baker & Taylor Books	Library – Books	267.76
Becker & Stemper Electric	Mult – Misc	734.75
Bonanza Grain, Inc	Mult – Misc	1,231.58
Burroughs Equip Repair Inc	Street – Truck 04 Reparis/Maint	1,386.76
Caledonia Implement Co	Rec Park – Bolts/New Scoreboard	31.74
Caledonia Lumber Co, Inc	Rec Park – Parts/New Scoreboard	52.10
Caledonia Oil Co	Mult – Misc	1,220.35
Caledonia Police Reserves	Donation – Natl Night Out	225.00
Carquest Auto Parts Store	Street Equipment – Fuel Additives	24.83
City of Caledonia – Utilities	Mult – Misc	9,182.66
Communications Service WI	FD – Radio Repair	526.25
Credit Bureau Data, Inc	Unity Collection Fees	18.75
Croell Redi Mix, Inc	Rec Park – New Scoreboard	203.50
Dakota Supply Group	Light – Inventory	352.69
Dalco	Pool – Waste Receptacles	201.94
Davy Engineering	Mult – Misc	1,189.76
Davy Laboratories	Stp – Lab	1,678.75
Demco, Inc	Library – Summer Reading Program	26.93
Doyle, Patrick	Reim – Ball Tourney Reg Fee	150.00
E O Johnson Company	Clerk’s Office – Copier Agr	468.47
ECM Publishers, Inc	Mult – Ads, Notices	1,102.31
Esch Builders LLC	Streets – Labor/Maint S. East St	200.00
Expert T Billing	Ambulance – Contracted Billing	810.00
Farmers Coop Elevator Co	Mult – Misc	408.98
Fastenal Co	Street – Misc Shop Parts	244.79
First Supply LLC	Mult – Misc	952.55
Flagship Recreation	Park Areas – Swing Replacement	271.00
Goodyear Auto Service Center	Street Equip – Truck #15	1,039.68
Gopher State One Call	Light – Location Notifications	112.05
Hawkins, Inc	Stp, Pool, Stp – Chemicals	3,459.80
Hazel Street Creative	Library – 50% Logo Design	375.00
Innovative Office Solution	Mult – Misc Office Supplies	291.06
Iowa League of Cities	Public Works – Empl Ad	130.00
Klug, Lyle	Conc Stand – Water Heater Repair	51.75
Konkel Forest Products, Inc	Park Areas – Wood Chips	480.00

Kwik Trip Stores	Adm Cord – Phone Minutes	22.36
Laser Product Technologies	Clerk’s Office – Office Supplies	80.90
Mathy Construction Co	Streets – Patching Mtls	874.11
Mayo Clinic Health System	Amb – Cpr Cards	80.00
Menard’s	Mult – Misc Supplies	881.40
Meyer’s Lawn Service	Forr/Nurs – Stump Removal	600.00
Mienergy Coopertive	Mult – Misc	147,896.45
Minnesota Dept of Health	Water Svc Conn Fee 2 <sup>nd</sup> Qtr	1,809.00
Moss & Barnett	Mediacom Franchise Renewal	652.50
Nodine Culvert Sales	N Park Culvert/Driveway Repair	1,185.00
Nortland Trust Services, Inc	Go Sewer Rev Note, Series 2012A	2,303.50
Printy Quik	Clerk’s Office – Office Supplies	28.95
Richard’s Sanitation, LLC	Refuse Disposal, Liquor Store Disposal	700.84
River Valley Newspaper Group	Mult – Emp Ads	988.00
Schilling Supply Company	Mult – Misc	713.45
Schmitz Refrigeration	PD/AMB – Garage Heater Repairs	88.48
Scholastic Library Publishing	Library – Books	222.00
Schroeder Landscaping & CN	FD – Repair Damage Fire Call	300.00
SE Libraries Cooperating	Library – Barcodes, Auto Fees	587.67
Sema Equipment, Inc	Street – Mower Parts	151.83
Semnit	Mult – Tech Svces	560.00
Signature Aquatics, LLC	Aquatic Center – Prjt Managemnt	9,000.00
Staggemeyer Stave Co Inc	Park Areas – Landscaping Mtls	135.00
Star Energy Services	Light – Conversion	3,579.12
Terex Services	Light Dept – 106 Parts/Repairs/Labor	1,276.49
Uline	Liquor Store – Shelving	3,595.03
US Bank	Sewer – Bond Interest	1,387.50
USA Bluebook	Water – Hydrant Oil & Parts	217.87
Water Systems Company	Clerk’s Office – Drinking Water	14.70
Wiebke Fur Company	PD – Ammo	553.25
Wiebke Tire & Exhaust, LLC	Light – Ditch Witch Tire Repair	10.00
Winona Controls, Inc	Mult – Misc	<u>2,525.26</u>
	<b>Total:</b>	<b>\$229,016.16</b>

ANNOUNCEMENTS:

- a. Music in the Park was scheduled to start on June 20, 2017 at 7:00 p.m. in Gazebo Park (food available at 5:00 p.m.).
- b. The next regular Council meeting was scheduled for Monday, June 26, 2017 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch, seconded by Mayor Schroeder. All members present voted in favor, and the motion was declared carried to adjourn at 7:50 p.m.

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DeWayne “Tank” Schroeder  
Mayor

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Adam G. Swann  
Clerk-Administrator