

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, September 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, Robert Lemke, and DeWayne Schroeder. City staff present: Mike Gerardy, administrative coordinator; Stephanie Mann, accountant; Adam Swann, clerk-administrator, Mike Tornstrom, ambulance director. Visitor(s) present: None.

AGENDA: Councilmember Burns requested that the Council add the following items to the agenda: City Code revisions and purchase of property for Fire Department building. Clerk-Administrator Swann requested that the Council remove two items of unfinished business from the agenda: participation agreements for bargaining premium and non-bargaining premium employees. Member Burns moved to approve the agenda with the requested amendments; the motion was seconded by Member Lemke. All members present voted in favor to approve the agenda with the amendments.

CONSENT AGENDA APPROVAL: Member Lemke moved to approve the consent agenda. Member Schroeder 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 August 22, 2016 regular meeting
- b. Approval of destruction orders for weeds, grasses, and rank vegetation
- c. Approval of application from Caledonia Lions Club to hold gambling activity on October 23, 2016

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

a. Municipal Auditorium gym usage policy: Swann asked Council for guidance on what activities should be prohibited in the Municipal Auditorium now that the repairs and resurfacing of the gym floor were completed. The consensus of the Council was that the Municipal Auditorium gym should be available for public use and community events (such as vendor fairs and holiday events), but the City should restrict the use of bikes, scooters, tools and machinery, and large items that might damage the floor.

b. Updates: Swann reported the following: (i) the boilers had been inspected and received a good rating due to the diligence of City employee Myron Kinneberg; (ii) the pressure sewer extension project would be ready to proceed once Nancy and Gerald Kraus signed the agreement; (iii) Swann and Michael Gerardy, administrative coordinator, had met with Heather Myhre of the Houston County Health Department to revise the Walk Caledonia maps to limit the routes to sidewalks; (iv) the sidewalk in front of City Hall and the police station/ambulance building had been repaired; (v) the carpets had been cleaned in City Hall and the police station/ambulance building, with significant assistance from Myron Kinneberg and Karen Gran, who helped move the furniture; and (vi) the projected cost of upgrading the City's phone system had dropped from \$350/mo. to less than \$100/mo., following discussion and revision of the plans with AcenTek.

UNFINISHED BUSINESS:

- a. Assistant ambulance director position: The Council discussed the future of the assistant ambulance director position with Ambulance Director Mike Tornstrom. The consensus of the Council was that with the full-time ambulance director starting on September 19, 2016, the assistant ambulance director's hours would be significantly reduced going forward—to approximately five hours a month. No further action was taken by the Council.
- b. Review of respectful workplace policy for City personnel and City Council members: Member Burns updated Council on information the City had obtained from the League of Minnesota Cities and Houston County about restricting employees from carrying firearms while on duty or on City property. No further action was taken by the Council.
- c. Review of 2017 proposed general fund budget: The Council reviewed and discussed the proposed 2017 budget for the general fund. By consensus the Council reduced the proposed budget for several line items, totaling \$8,000. No further action was taken by the Council.

NEW BUSINESS:

- a. Permit application to construct storage building on 520 S. Highway 44/76: The Council reviewed an application from Steve Bauer to construct a storage facility at 520 S. Highway 44/76 in the City of Caledonia. Member Burns moved to approve the application, and Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.
- b. Authorization to allocate additional funding for street repair: The Council discussed a request from Mike Gerardy, administrative coordinator, to allocate \$6,000-\$7,000 from the reserve fund to the 2016 budget for street repair so that the City could repair the curb line near Merchants Bank. Mayor Gran moved to approve the allocation of up to \$7,000 to the budget to repair the curb. The motion was seconded by Member Burns. All members present voted in favor of the motion, and the motion passed.
- c. Sponsorship of Wild Turkey Fest: The Council discussed a request to contribute \$792 to the Wild Turkey Festival being held on October 22, 2016 and being organized by a group of Caledonia entities. Member Burns moved to allocate from \$500 from the Liquor Fund to the event, and Member Schroeder seconded the motion. The motion passed 3-1, with Mayor Gran voting no.
- d. Overtime report: The Council reviewed the overtime report for the pay period August 15-28, 2016. The Council took no further action.
- e. Prepaid claims: Council reviewed the prepaid claims for the period August 10, 2016-September 9, 2016. 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.

Allstar Engines, LLC	Street Equip – Lawn Mower	105.98
Bonanza Grain, Inc	Storm Sewer – Mtls	744.00
Caledonia Bakery	Election – Refreshments	21.00
E O Johnson Company	Mult – Copier Agr	498.41
ECM Publishers, Inc	Clerk's Office – 1 Year Sub	42.00
Expert T Billing	Amb – Contracted Billing	1,053.00
J P Cooke Co	Animal Control – 2017 Lic/Tags	142.35
Jack Neumann Trucking	Liquor – Freight Exp	94.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,429.04
Northern Beverage Dist	Liquor Store Inventory	1,607.35

Phillips Wine & Spirits Co	Liquor Store Inventory	1,701.93
Tri County Electric Co-Op	Mult – Lighting Elec Energy	86.85
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Ziebell's Hiawatha Foods, Inc	Liquor Store Inventory	20.53
Albert, Virginia E	Election Judge	67.50
Breakthru Beverage MN	Liquor Store Inventory	1,059.17
Caledonia Bakery	Election – Refreshments	9.50
Cavanaugh, Vicki	Election Judge	67.50
Connor & City, Kelsey	Meter Deposit Refund & Interest	250.82
Dorival, Imogene	Election Judge	112.50
Elsie's Bar & Grill	Election – Pizza	14.43
Fitzpatrick & City, Kirby	Meter Deposit Refund & Interest	250.74
Freigo, Ronald	Election Judge	108.00
G & F Distributing	Liquor Store Inventory	623.35
Gensmer, Ethelyn	Election Judge	177.75
Grippen, Lee	Election Judge	209.63
Guillaume, Joyce A	Election Judge	108.00
Hammell, Diana	Election Judge	76.50
Hanford & City, Sue	Meter Deposit Refund & Interest	250.76
Hayes, Jane	Election Judge	108.00
Hollatz, Carolyn	Election Judge	67.50
Jacobson, Barbara	Election Judge	63.00
Krzebietke, Erna	Election Judge	153.00
Leary, Mary	Election Judge	157.50
Mulvenna, Iyla	Election Judge	173.25
Noel, Rita	Election Judge	157.50
Schmitz, Lois	Election Judge	63.00
Schott Distributing Co, Inc	Liquor Store Inventory	1,215.95
Schroeder, Robert	Election Judge	63.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	55.50
St Mary, Lolita	Election Judge	190.13
Torgerson, Janell	Election Judge	112.50
Vest & City, Janey	Meter Deposit Refund & Interest	250.60
Vinocopia, Inc	Liquor Store Inventory	203.53
A 1 Precision Pumping, Inc	Cal Aquatic Ctr – Toilet Rental	90.00
Blue Cross Blue Shield of MN	PD – Health Ins (M Coffield)	2,436.69
Emergency Apparatus Maint Inc	FD – Repair Labor Truck	4,136.13
Houston County Treasurer	Ho Co Coll Site Sept 2016	4,683.00
Humana Health Care Plans	Amb – Refund Overpayment	118.18
KTI Fencing, Inc	Aquatic Center – Temp Fence	646.00
Neuman Pools, Inc	Cal Aquatic Center – Payment #1	157,248.75
P & T Electric Inc	Cal Aquatic Ctr – Temp Power	721.22
RESCO	Light – Inventory	16,765.88
Wieser Bros Gen Contractor	Aquatic Ctr – Payment #2	261,454.00
MN Benefit Association	MBA Payday	35.34
MN Child Support Pmt Ctr	Case ID 001471764201	203.04
NCPERS Minnesota	NCPERS Payday	48.00
Public Emp Retirement Assn	Pera Payday	7,555.26
Business Financial Planning	Café Plan Payday	312.01
Commissioner of Revenue	State W/H – Payday	1,662.84
Merchant's Bank	Fed/Fica/Med-Payday	8,850.65
MN State Retirement System	MNDCP/Roth – Payday	645.00

Southern Glazer's of MN	Liquor Store Inventory	1,213.75
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Becker & Stemper Electric	Labor – Gas Pump Shop Area	520.36
Boesen, Dan	Personal Phone Stipend	25.00
Houston County Treasurer	Clerk's Office – Ho Co Maps	140.50
Mayo Clinic	Amb – BLS HCP Cards	140.00
Nelson, Craig T	2016 Uniform Allowance	138.78
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Riverland Community College	FD – Lifting Lowering Stabilizing	900.00
Schwartz, Dan	Street Dept – 2016 Uniform Allowance	125.00
Tri County Electric Co-Op	Light – Misc	270.19
Ziebell's Hiawatha Foods, Inc	Liquor Store Inventory	36.35
B & M Service Center	Mult – Fuel	95.82
Lemke, Todd	FD – Smoke House Supplies	60.00
Meyer Brothers, Inc	Curb Repair & Handicap Ramp	2,340.00
Meyer, Rachel A	Amb – Reim EMT Course Expense	890.00
Northern Beverage Dist	Liquor Store Inventory	1,343.60
SAM's Club	Aud & Elec Dept – Folding Tables	672.72
Schott Distributing Co, Inc	Liquor Store Inventory	5,702.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	60.50
Bank of Zumbrota	Stp – Te Micro Loans	15,930.00
Caledonia True Value	Mult – Misc	737.60
Jack Neumann Trucking	Liquor – Freight Exp	102.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,242.51
MN Municipal Beverage Assn	Reg Fee – Patty Gavin	15.00
Phillips Wine & Spirits Co	Liquor Store Inventory	1,305.90
Principal Life	Mult – Life/AD&D/Dep Life	474.70
Mann, Stephanie	2016 Clothing Allowance	60.00
Petty Cash	Replenish Petty Cash	41.43
Baker & Taylor Books	Library – Books (Ho Co Funding)	126.71
G & F Distributing	Liquor Store Inventory	370.90
Northern Beverage Dist	Liquor Store Inventory	3,206.20
Vinocopia, Inc	Liquor Store Inventory	123.50
Becker, Nathan	Light – 2016 Uniform Allowance	125.00
Blocker, Matt	Light – 2016 Uniform Allowance	125.00
Breakthru Beverage MN	Liquor Store Inventory	1,272.37
Merchant's Bank	Fed/Fica/Med – Payday	9,141.82
Public Emp Retirement Assn	Pera Payday	7,472.52
Schott Distributing Co, Inc	Liquor Store Inventory	9,882.60
Southern Glazer's of MN	Liquor Store Inventory	541.88
Spring Grove Soda Pop, Inc	Liquor Store Inventory	213.25
Business Financial Planning	Café Plan Payday	312.01
Commissioner of Revenue	State W/H – Payday	1,713.62
MN Child Support Payment Ctr	Case Id 001470764201	203.04
MN State Retirement System	MNDCP/Roth – Payday	645.00
Baker & Taylor Books	Library – Books	219.14
MN Dept of Revenue	Sales/Use Tax – Aug 2016	21,104.00
RESCO	Light – Misc	441.15
Richard's Sanitation, LLC	Recycling – Collections	6,765.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Ziebell's Hiawatha Foods, Inc	Liquor Store Inventory	90.98
Acentek Ascending Technology	Mult – Comm Exp	1,108.07

Caledonia Oil Co	Mult – Unleaded	978.12
Northern Beverage Dist	Liquor Store Inventory	2,861.85
Schott Distributing Co, Inc	Liquor Store Inventory	5,406.10
Spring Grove Soda Pop, Inc	Liquor Store Inventory	61.85
Verizon Wireless	Amb – Comm Exp	241.61
Visa	Mult – Misc	238.68
Wiebke, Joe & Cindy	Pressure Sewer Prjt Temp Con	1.00
Commissioner of Revenue	State W/H – Payday	328.91
Croell Redi Mix, Inc	Street Lighting – Concrete	51.50
Houston County Treasurer	Recording Fee – JBB Real Estate	46.00
Merchant's Bank	Fed/FICA/Med	2,398.54
Minnesota Energy Resources	Mult – Nat'l Gas	785.10
Public Emp Retirement Assn	Pera Payday	1,599.07
Houston County Treasurer	PD – Title Transfer Forfeited Veh	118.50
IUOE Local 49 Benefit Fund	Mult – Health Ins	21,930.00
Jack Neumann Trucking	Liquor – Freight Exp	132.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,449.30
Northern Beverage Dist	Liquor Store Inventory	1,015.05
Phillips Wine & Spirits Co	Liquor Store Inventory	2,549.81
G & F Distributing	Liquor Store Inventory	461.15
Schott Distributing Co, Inc	Liquor Store Inventory	1,480.25
Spring Grove Soda Pop, Inc	Liquor Store Inventory	224.50
Total:		\$628,549.90

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

A 1 Precision Pumping, Inc	Cal Aquatic Ctr – Toilet Rental	100.00
Ability Building Center, Inc	Rec Park – Groundkeeping Crew	108.00
Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	229.50
Airgas USA, LLC	Street – Oxygen/Acetylene	146.52
American Lock & Key	PD – Aud Keys for Officers	90.00
Artic Glacier USA, Inc	Ice	495.04
Auto Value Parts Store	Mult – Misc	72.22
Bonanza Grain, Inc	Curb Repair / Misc	592.40
Bound Tree Medical, LLC	Amb – Supplies	1,270.84
Buttall's Lighting	PD/Amb – Bulbs	132.00
Caledonia Implement Co	Street Equip – Skid Loader Maint	311.80
Caledonia Lumber Co, Inc	Mult – Misc	58.90
Caledonia Oil Co	Mult – Gas Pump, Fuel, Maint	1,030.04
Carquest Auto Parts Store	Mult – Fluids, Battery	128.69
Chief Supply	PD – Battery, Led Flashlight Upgrade	68.43
Chosen Valley Testing	Aqu Ctr – Construction Testing	1,570.00
City of Caledonia	Mult – Sewer, Water, Electric	12,097.15
Coulee Concrete Repair LLC	Mult - Sidewalk Maint	1,000.00
D S Electric Supply Inc	Mult – Misc Supplies	13.00
Dalco	Mult – Misc Supplies	494.76
Davy Engineering	Water/Cal – Eng Fees/Kraus Sewer Cons	2,434.27
Davy Laboratories	Stp – Lab	1,647.25
E O Johnson Company	Mult – Copier Agr	468.47

Earl F. Anderson	Traffic Eng – Signs	233.93
ECM Publishers, Inc	Mult – Misc	479.75
Emergency Apparatus Maint	FD – Repair Labor Truck 1430	800.68
Everest Emergency Vehicles Inc	Amb – Parts/Repairs	657.53
Expert T. Billing	Amb – Contracted Billing	567.00
Fastenal Co	Water – Misc Parts	9.64
Fist Supply LLC	Park Areas – Drink Fountain	24.46
Flynn's Auto Trim Shop	FD – Truck 1440 Repairs/Maint	800.00
Gopher State One Call	Light – Location Notifications	48.60
Gov Deals	FD – Fee to Sell 96 Rescue Truck	495.07
Grainger	Lift Station Pumps – Oil	87.85
Hammell & Murphy, PLLP	City of Cal – Pros & General Matters	4,343.25
Hawkins, Inc	Mult – Chemicals	1,561.17
Innovative Office Solution LLC	Clerk's Office – Office Supplies	52.72
Ken's Small Engine, Inc	FD/Park Areas – Equip Fluids/Trimmer Line	40.70
Kwik Trip Stores	Mult – Fuel	269.26
Lappin's LLC	Mult – Carpet Cleaning	879.16
League of Minnesota Cities	Mult – Membership Dues	3,090.00
League of MN Cities Ins Trust	Amb – Claim	342.47
Mary Ann's Floral	Defective Sidewalk Program	198.75
Mayo Clinic	Amb – CPR Cards & BLS Ins Cards	300.00
Meyers Lawn Service	Mow/Clean Up – Mult Locations	1,362.63
MN Dept of Labor & Service	Mult – Boiler & Pressure Vessel Fee	95.00
Neuman Pools, Inc	Cal Aquatic Ctr – Payment #2	281,318.75
OSI International, LLC	FD – Pagers	2,259.58
Richard's Sanitation, LLC	Mult – Refuse Disposal	1,367.06
Schilling Supply Company	Mult – Copy Paper, Towels	325.20
Seachange Print Innovations	Clerk's Office – Forms	24.00
Sema Equipment, Inc	Light Dept – Truck 116 Parts	42.16
Semnit	Mult – Tech Services	1,340.00
Sherwin-Williams Co	Traffic Eng – Crosswalk Paint & Sprayer	427.28
Signature Aquatics, LLC	Aquatic Center – Prjt Management	9,000.00
Southern Glazer's of MN	Liquor Store Inventory	2,087.07
Star Energy Services	Light – 2016 Wild Turkey Sub Prjt	1,243.16
Storlie's Portable Pit Stops	Park Areas – Toilet Rent	110.00
Stuart C. Irby Co	Light – Testing Exp	64.85
T & R Service Company	Light – Testing Exp	1,807.00
Tri County Electric Co-Op	Mult – Eclectic Energy Lighting	216,967.47
Tri State Doors	City Hall/Fire Barn – 2 Doors	4,780.00
United Parcel Service	Light – UPS Fee	83.55
Water Systems Company	Clerk's Office – Drinking Water	13.72
Water Tower Clean & Check	Water Towers (2) Ext Cleaning	5,780.00
Wieser Bros Gen Contractor Inc	Aquatic Center – Payment	65,050.03
Zep Sales & Service	Mult – Can Liners, Misc	172.22
Total:		\$636,097.35

g. City ordinances: Member Burns reported that he planned on reviewing the City Code to see if any improvements could be made. No further action was taken by Council.

h. Purchase of property for Fire Dept. building: Member Burns inquired as to whether there was any support for purchasing a portion of the property located at 174 Bissen St.—and owned by the State of

Minnesota—for the construction of a new Fire Department building. No further action was taken by Council.

ANNOUNCEMENTS: The next regular meeting will be on September, 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 Schroeder. All members present voted in favor, and the motion was declared carried to adjourn at 9:04 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk-Administrator