

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, January 12, 2015

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, City Hall.

ROLL CALL: Members present: Mayor Joshua Gran, Council Members: DeWayne Schroeder, Bob Lemke, Paul Fisch and Robert Burns. City Staff Present: City Clerk/Administrator: Ted Schoonover, Guests present: Matt Schuldt, Caledonia Argus reporter Kelley Stange.

AGENDA: Motion by Member Burns, second by Member Lemke to approve the agenda as amended. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Member Fisch, second by Member Burns to approve the consent agenda, which consisted of the regular meeting minutes from December 22, 2014. All members voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

NEW BUSINESS:

Schoonover presented the council with a zoning permit for Eitzen Bank requesting to replace the existing messaging center on their sign. The new one will be the exact same size as the current one. Motion by Mayor Gran, second by Member Burns to approve the permit. All members present voted in favor and the motion was declared carried.

Mayor Gran presented the 2015 Board/Committee member listing and informed the council that all appointments would remain the same for this year. Motion by Member Fisch, second by Member Lemke to approve Mayor Grans appointments. All members present voted in favor and the motion was declared carried.

2015 POSITIONS / APPOINTMENTS

Administrator Coordinator, Zoning Officer	Mike Gerardy
Ambulance Director	Donn Hager
City Clerk – Administrator	Ted Schoonover
Economic Development Authority Director	Ted Schoonover
Deputy City Clerk	Joyce Guillaume
City Treasurer	City Clerk – Administrator
City Attorney	Timothy A. Murphy
Auxiliary Mayor	Bob Lemke
Community Education Representative	Bob Burns
Official Newspaper	Caledonia Argus
Official Depositories	Bank Of The West
	Merchants Bank
	All Institutions Covered by
	FDIC Insurance
	Charles Gavin
	Kevin Jacobson
	Todd Lemke
	Randall Ashbacher
	Dylan Becker & Mike Meiners
	Mitch Betz
	Matt Blocker
	Kurt Zehnder
	Mayor Gran
	Administrative Coordinator
	Minnesota Forestry
	City Clerk – Administrator
	Nick Rask
	Bob Lemke
	City Council
	Member Bob Burns
	City Clerk – Administrator
	Lollie Smith, President
	Diane Muenkel
	Liz Wanschura
	Patty Schieber
	Karen Kruse

COUNCIL COMMITTEES

General Government Committee
Legislative, Judicial, Executive

Fisch and Lemke

City Clerk – Administrator’ Office	
Financial Administration	
Law	
Personnel Administration	
Salary Negotiations	
Pay Equity Compliance Oversight	
<u>Public Safety Committee</u>	Burns and Lemke
Police Department	
Traffic Engineering	
Animal Control	
Other Protection	
Ambulance Department	Burns and Schroeder
Fire Department/Fire District	
Civil Defense	
<u>Public Works; Health and Welfare Committee</u>	Burns and Fisch
Street Department	
Streets, Sidewalks, Curb and Gutter	
Sanitation	
Health	
Welfare	
<u>Culture-Recreation Committee</u>	Gran and Schroeder
Recreation Department	
Auditorium / Athletic Field	
Parks	
Programs	
Library	Fisch and Schroeder
Economic Development	Gran and Schroeder
<u>Seasonal-Recreation Committee</u>	Gran and Lemke
<u>Enterprise Funds Committee</u>	Fisch and Schroeder
Water Department	
Sewer Department	
Electric Department	
Liquor Store	

Matt Schuldt was present to represent the Caledonia Celebrations Committee and to request the closing of 2 blocks of Main St., and 2 blocks of Marshall St. for a car show and other activities. He stated the County Engineer and Commissioner Steve Schuldt both have given their approval of the closing as long as the city marked the route and would approve the celebration. Motion by Member Burns, second by Mayor Gran to approve the proposed route and streets closings and that the Street Department would mark the route and put out barricades for the event. All members present voted in favor and the motion was declared carried.

Administrator Schoonover informed the council that a public hearing would need to be set to assess an overdue utility on a business. Motion by Member Fisch, second by Mayor Gran to set the hearing for January 26, 2015 at 6:10 p.m. All members present voted in favor and the motion was declared carried.

Schoonover presented the board with an updated Utility Customer Policies and Procedures Policy. The changes that were recommended by Attorney Murphy was to add an application that provided the city with the customers social security number and it also removes the section of returning deposits after a certain amount of time. Moving forward deposits will be retained for the duration of the renters stay. Motion by Member Burns, second by Member Lemke to approve the new policy. All members present voted in favor and the motion was declared carried.

Schoonover informed the council that Ordinance 51 required the city to publish an RFP for solid waste removal contracts that will expire this year. He wanted to know if that was the councils intent as it is not a State requirement to bid that out. We have the ability to select whomever we want to submit a quote and review them for the better service and price. Consensus of the board was to amend the Ordinance and remove that sentence requiring us to use the RFP process. Schoonover will draft an amendment and bring it back for further action.

Schoonover was asked by former Sheriff Doug Ely if the city would hold his Law Enforcement Certificate until he found another city/county to transfer to. He will be liable for all costs associated with it and there would be no liability on the City. Motion by Member Burns, second by Mayor Gran to approve the request and hold the Certificate. All members present voted in favor and the motion was declared carried.

The City Electrician has requested that he be allowed to obtain quotes for a new digger truck. This was a budgeted item for 2015 and the old one is no longer able to pass inspection. Motion by Member Fisch, second by Member Burns to obtain quotes for the new equipment. All members voted in favor and the motion was declared carried.

Motion by Member Burns, second by Member Schroeder to approve the claims as presented. All members present voted in favor and the motion was declared carried.

Airgas USA, LLC	Oxygen/Acetylene	132.37
American Safety Utility Corp.	Tools/Equipment	1,225.21
American Society of Composers	License Fee 2015	335.00
Artic Glacier USA, Inc.	Ice	46.15

Auto Value Parts Store	Oil, Maintenance Parts	251.75
Baker & Taylor Books	Library – Books	892.97
Banyon Data Systems, Inc.	Utility Billing Support	795.00
Bellboy Corporation	Liquor Store Inventory	170.64
Bound Tree Medical, LLC	Ambulance – Supplies	631.32
Burroughs Equipment	Repairs/Maintenance	6,347.40
Caledonia Bakery	Election - Refreshments	13.50
Caledonia Implement Co.	Battery Tower 50	512.00
Caledonia Lumber Co, Inc.	Miscellaneous Items	43.85
Caledonia Oil Company	Car Maintenance	175.20
Caledonia Police Reserves	2014 Labor	493.00
Carquest Auto Parts Store	Equipment / Parts	195.93
City of Caledonia Utilities	Water, Sewer & Electric	10,436.82
Civic Systems, LLC	Semi Annual Support	2,471.00
Communications Service WI	Truck #15, Battery, Misc.	301.77
Compass Minerals America	Winter Maintenance Materials	3,698.07
Continental Research Corp.	Light – Miscellaneous	748.82
D S Electric Supply, Inc.	Light – Inventory	153.68
Dairyland Power Cooperative	Labor Wild Turkey Substation	1,480.00
Davy Engineering	Engineering Fee's, 2016 Project	4,707.96
Davy Laboratories	Lab	1,660.14
Dawson Truck Parts, Inc.	Truck Repairs/Inspections	3,391.49
Discount Magazine Sub. Service	Library Subscriptions	914.46
E O Johnson Company	Copier Agreement	480.38
ECM Publishers, Inc.	Advertisements	714.63
Eitzen State Bank	Certificate of Indebtedness	29,607.58
Ellingson Motors	Truck 15 Mud Flaps	30.00
Energywise Radiant Inc.	Heater Parts	75.00
Expert T Billing	Contracted Billing	702.00
Farrell Equipment & Supply Co.	Miscellaneous Items	14.99
Fastenal Company	Repair Parts	13.22
Fire Safety USA, Inc.	Batteries	60.00
First Supply LLC	Air Line Repairs/Maintenance	112.55
Fitzpatrick Auto Transport	Tow Fee	100.00
Gopher State One-Call	Location Notifications	8.70
Great Eastern Management, Inc.	Broker Fee	150.00
Hammell & Murphy, PLLP	Prosecution Matters	3,766.50
Hawkins, Inc.	Chemicals, Signs	1,401.72
ICAN	2014 Project	72.96
Image Trend, Inc.	Ambulance – Annual Support	900.00
Independent School District	City Share Crossing Guard	895.75
Innovative Office Supplies	Office Supplies	213.13
Jack Neumann Trucking	Liquor – Freight Expense	186.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	4,884.09
Kwik Trip Stores	Phone Minutes, Fuel	48.94
LaCrosse Glass & Overhead	City Hall – Door Repair	414.20
Laser Product Technologies	Office Supplies	71.90
Midwest Leak Detection	Location Water Main Break	370.00
Mississippi Welders Supply Co.	Shipping on Safety Glasses	10.55
MN Ambulance Association	Hager Membership	25.00
MN Municipal Utilities Assn.	2015 Membership Dues	3,947.00
Municipal Pipe Tool Co, Inc.	Jet A Line on Main Street	1,046.50
Northern Beverage Distribution	Liquor Store Inventory	5,275.20
Phillips Wine & Spirits Co.	Liquor Store Inventory	3,072.82
Printy Quik	Stamp & Name Plates	87.90
Richard's Sanitation	Refuse Disposal	193.00
Schilling Supply Company	Bags, Copy Paper	219.71
Schott Distributing Co, Inc.	Liquor Store Inventory	9,068.95
SE Libraries Cooperating	Auto Fee's	459.52
SEMA Equipment	JD Tractor Parts	72.81
SEMNI	Technical Services	440.00
Severson Oil Company	Drum Return, Oil	535.26
Showcases	DVD Cases	101.52
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	178.85
St. Mary Auto Body Shop	Tow Charge	100.00
Star Energy Services	Projects	494.36
Stuart C. Irby Company	Testing Supply	205.18
Tri-County Electric Co-op	Electric Energy	201,341.11
Tri-State Ambulance, Inc.	Intercept Fee	250.00
United Parcel Service	Ups Fee	135.20
USA Blue Book	Chemicals/Supplies	101.58
Verizon Wireless	Communication Expense	209.76
Wiebke Tire & Exhaust, LLC	Tires, Rotate/Balance	480.00
Wine Merchants	Liquor Store Inventory	70.00
World Point ECC, Inc.	Training Supplies	272.95

\$ 315,914.47

Motion by Member Burns, second by Member Lemke to approve the prepaid claims as presented. All members present voted in favor and the motion was declared carried.

Baker & Taylor Books	Library Books	514.10
Business Financial Planning	Cafeteria Plan	192.30
Caledonia Police Association	PD Association Dues	95.00
Creative Product Sourcing, Inc.	DARE Supplies	359.04
Felten, Susan	Reimbursement – Parade Candy	41.56
ING Institutional Plan Services	TSA Payday	700.00
IUOE Local 49	Union Dues	429.00
MN Child Support Pay. Center	2 Cases	840.33
Public Emp. Retirement Assn.	PERA Payday 12-9-14	7,500.08
Richard’s Sanitation, LLC	Refuse Disposal, 2014 Project	294.66
American Lock & Key	Liquor Store - Locks on New Door	154.96
Buttell’s Lighting	Bulbs	186.00
Caledonia Argus	1 Year Subscription	41.00
Caledonia True Value	Miscellaneous Items	260.38
Edwards Investments	TIF 2-2 Interest Payment	3,512.34
Election Source	Table Top Voting Ballots	161.28
Expert T Billing	Contracted Billing	598.00
Gundersen Health System	Records Request	49.75
LaCrosse Glass & Overhead	Liquor Store - Two Aluminum Doors	3,608.00
Millennium Credit Consultants	Ambulance Payments	317.66
MN Dept. of Commerce	3 rd Quarter Fiscal Year 2015	558.46
MN Chiefs of Police Assn.	2015 Membership Zehnder	180.00
Northern Beverage Distribution	Liquor Store Inventory	4,180.55
SEMNIIT	Technology Services	440.00
Short Elliot Hendrickson, Inc.	Shared Use Path – Caledonia	973.86
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	88.30
West Main Townhomes	TIF Payment 2-1	4,162.09
Caledonia Vol. Fire Dept.	Relief Association 4 th Quarter	600.00
Jack Neumann Trucking	Liquor – Freight Expense	70.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	1,044.16
Klug, Anthony	Consulting Services	800.00
Phillips Wine & Spirits Co.	Liquor Store Inventory	1,187.53
Rask, Nicholas	Animal Control	75.00
Schott Distributing Co, Inc.	Liquor Store Inventory	2,731.45
B & M Service Center	Fuel	110.25
Heiden, Jacklyn	2014 Uniform Allowance	93.78
Advertising Concepts	Rec Park – Shirts	323.00
Alex Air Apparatus, Inc.	Air Lift Bags	11,050.00
Houston Co. Treasurer	Ho. Co. Collection Site	4,014.00
Merchants Bank	Federal/FICA/Medicare	387.06
Public Emp. Retirement Assn.	PERA/DCP	145.00
Buttell’s Lighting	Ballasts	53.90
G & F Distributing	Liquor Store Inventory	338.50
Griffin Construction Co, Inc.	Sewer Rehab 2012 Final Payment	6,135.96
Houston Co. Treasurer	Traffic Engineering – Signs	338.55
MN Energy Resources	Water – Gas Line Repair	377.92
Mississippi Welders Supply, Co.	Safety Glasses	161.42
Principal Life	Life/Ad&d/STD	468.44
Schott Distributing Co, Inc.	Liquor Store Inventory	1,261.65
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	42.20
Business Financial Planning	Cafeteria Plan	192.30
Caledonia Oil Company	Unleaded	1,102.41
Commissioner of Revenue	State Withholding	1,719.94
Great Eastern Management, Inc.	Broker Fee	457.07
Merchants Bank	Federal/FICA/Medicare	8,437.93
MN Benefit Association	MBA Payday	62.96
MN Child Support Pay. Center	2 Case’s	840.33
MN State Fire Chiefs Assn.	FD 2015 Dues	321.00
NCPERS Minnesota	NCPERS	96.00
Northern Beverage Distribution	Liquor Store Inventory	1,321.70
Public Emp. Retirement Assn.	PERA	7,385.34
Tri-State Ambulance, Inc.	Intercept Fee	250.00
ING Institutional Plan Services	TSA	700.00
Houston Co. Treasurer	Light – Vehicle Registration	30.00
League of MN Ins. Trust	PD – Claim #C0036072	323.77
Petty Cash	Replenish Petty Cash	15.86
Schott Distributing Co, Inc.	Liquor Store Inventory	2,538.10
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	55.50
Universal Truck Equipment, Inc.	Street Equipment Truck Box #15	18,510.00
VISA	Fuel, Misc. Expense, Steps Truck #15	560.24
Zehnder, Kurt	PD – Uniforms	624.83
Caledonia Conv. & Tourism	Tourism	551.96
Kraus Oil Co, Inc.	Diesel	1,006.00
MN Dept. of Revenue	Sales/Use Tax	16,798.00
Petty Cash	Replenish Petty Cash	45.76
Richard’s Sanitation	Recycling Collections	6,734.40
Schott Distributing Co, Inc.	Liquor Store Inventory	872.20
Stemper, James	2014 Uniform Allowance	148.77
US Postal Service	Annual Permit Fee	220.00

\$ 134,170.84

Commissioner of Revenue	State Withholding	233.73
Merchants Bank	Federal/FICA/Medicare	1,681.01
Public Emp. Retirement Assn.	PERA	962.94
Anderson, DeWayne	Ambulance Refund	448.62
Blue Cross Blue Shield of MN	PD – Health Insurance (Coffield)	1,034.06
Business Financial Planning	Cafeteria Plan	384.90
Caledonia Police Association	PD Association Dues	95.00
Commissioner of Revenue	State Withholding	1,668.94
G & F Distributing	Liquor Store Inventory	27.50
Geske, Dave	Arboviral Control 2014	1,999.00
ING Institutional Plan Services	TSA	700.00
IUOE Local 49	Union Dues	429.00
IUOE Local 49 Benefit Fund	Health Insurance	17,784.00
Merchants Bank	Federal/FICA/Medicare	8,558.38
MN Child Support Pay. Center	2 Case's	840.33
Northland Trust Services, Inc.	GO Refunding Bond Series 2010A	150,852.00
Public Emp. Retirement Assn.	PERA	7,813.85
Schott Distributing Co, Inc.	Liquor Store Inventory	976.90
Southern Wine & Spirits of MN	Liquor Store Inventory	2,550.72
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	41.93
Diersen, Lynette	Meter Deposit Refund	250.25
Elsie's Bar & Grill	Lunch for Chief's Meeting	80.69
Fox & City, Heather	Meter Deposit Refund	250.25
George & City, Daniel	Meter Deposit Refund	250.25
Martinez & City, Angela	Meter Deposit Refund	250.20
North Central EMS Cooperative	2015 Membership Dues	75.00
US Bank NA	Go Sewer Revenue Refunding Bond	450.00
AcenTek Ascending Tech.	Communication Expense	1,102.74
Kraus Oil Co, Inc.	Diesel	114.00
MN Energy Resources	Natural Gas	6,777.31
		<u>\$ 208,683.50</u>

Motion by Member Burns, second by Member Fisch to approve a 2.7% increase to Liquor Store Assistant Manager Nancy Steele. All members present voted in favor and the motion was declared carried.

Mayor Gran presented the council with a new elected officials conference brochure. Members Burns and Fisch both stated that it would be a good thing for the new Mayor to attend. Mayor Gran agreed and stated that he would attend.

Schoonover presented the council with a new financial sheet showing what the general fund and ambulance funds would like separated out like the auditors have requested us to do. This will be done moving forward in FY 2015.

The overtime report was reviewed. No action taken. Schoonover presented the council with an invitation to the Southeastern Minnesota League of Municipalities meeting in Rochester on January 29, 2015. Mayor Gran and Member Burns will attend on behalf of the city.

Schoonover informed the council that by law we have to canvass the special election no earlier than 3 days after the election and no later than 10 days after the election. That means we need to hold a special meeting.

Motion by Member Burns, second by Member Lemke to set the Election Canvass for January 20, 2015 at 6:00 p.m.

At 7:35 p.m. the Mayor closed the regular meeting pursuant to Minnesota State Statute 13D.03 subdivision for labor negotiations. At 7:45 p.m. the regular meeting was reconvened.

Motion by Member Burns, second by Member Fisch to approve the Collective Bargaining Agreement between the City and Caledonia Police Association giving the full-time officers and permanent part-time officers a 2.7% increase in their wages. The regular part time officer will not receive an increase. All members present voted in favor and the motion was declared carried.

The next regular meeting will be on Monday, January 26, 2015, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Member Schroeder, second by Member Burns. All voted in favor and the motion was declared carried to adjourn at 8:32 p.m.

Joshua D. Gran

Ted A. Schoonover
Clerk-Administrator