

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 8, 2013

CALL TO ORDER: Following due call and notice thereof, Mayor Burns called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: DeWayne Schroeder, Bob Lemke, Randi Vick and Tom Murphy. City Staff Present: City Clerk/Administrator: Ted Schoonover, Mike Gerardy, Tim Irwin. Police Chief Kurt Zehnder, SGT Jim Stemper. Guests present: Emily Johnson – Houston County Fair, Gary Skauge – Richard’s Sanitation, Caledonia Argus reporter Clay Schuldt.

AGENDA: Motion by Mayor Burns, second by Member Vick to approve the Agenda with two additional items added; Letter of Recommendation Policy for City Employees and Water/Wastewater Operator Position. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Mayor Burns, second by Member Vick to approve the consent agenda, which consisted of the regular meeting minutes from March 25, 2013. All voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

ADMINISTRATIVE COORDINATOR:

Administrative Coordinator Gerardy presented the council with a training and exam session for Water/Wastewater Operator Ryan Skillings to attend. The brochure did not have enough specifics and was tabled until the information could be obtained.

The Kwik Trip Corporation has requested to dump wastewater directly into the sewer plant after it conducts a cleaning of the local stores parking lot. This is something they do periodically and will not overwhelm the plant and they would charged accordingly per gallon of waste. Motion by Mayor Burns, second by Member Murphy to allow the dumping. All voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Vick to approve Change Order #3 for Visu-Sewer in the amount of (\$7,200.00). All members voted in favor and the motion was declared carried.

Coordinator Gerardy informed the council of an impending variance for a proposed home to be built at 924 Meadow View Court. He asked the council to set a public hearing date for April 22, 2013 at 6:15 p.m. Motion by Burns, second by Member Schroeder to set that date and time for a public hearing. All members present voted in favor and the motion was declared carried.

Discussion ensued about an amendment to the current Verizon agreement for usage of the water tower located on Ramsey St. The City has received an updated version of an amendment but has not had ample time to review the document. On advice from the City Attorney we want to take some time to review the document and compare it with other cities that have similar agreements. There was a conference call between Verizon Communications and the City Council. Discussion ensued and after the discussion it was the consensus of the council to wait until they could review the document and possibly bring it up at the next meeting.

Coordinator Gerardy stated that the Park and Recreation Board has requested the city to purchase several bags of clay to be used at the diamonds for maintenance. He thinks that 8 bags would be sufficient. Motion by Member Vick, second by Member Murphy to approve the purchase of up to 8 bags of clay. All members voted in favor and the motion was declared carried. Member Murphy wanted Gerardy to clarify the policy of dragging the ball field by hand versus a motorized vehicle. Gerardy stated that the mats were designed to be hand drug, however the nail rake requires a vehicle to pull it and is only done periodically and normally done by city employees.

NEW BUSINESS:

Motion by Member Vick to approve the Claims as submitted. All members present voted in favor and the motion was declared carried.

Abrams & Schmidt, LLC	Consulting Attorney	270.00
Affordable Technology Sol.	Printer, Tech Services, Office Supplies	1,297.99
Alco Discount Store	Misc. – Clerk’s Office	2.98
Artic Glacier Inc.	Liquor – Ice	53.62
Baker & Taylor Books	Library Books	1,156.14
Bell Lumber & Pole Company	Light – Inventory	5,229.39
Bound Tree Medical, LLC	Ambulance – Mics.	14.82
Bureau of Criminal App.	Annual CJDN Remote Access	540.00
Burroughs Equipment	Repair / Maintenance	1,054.57
Caledonia Haulers, Inc.	FD – Parts	14.92
Caledonia Implement Co.	Repair Materials	12.02
Caledonia Oil Company	Maintenance/Labor Car #18 and #20	678.85
Carquest Auto Parts Store	Safety Glasses	7.82

City of Caledonia Utilities	Electric, Water & Sewer	10,776.84
Communications Services WI	Pager Programming	25.38
Credit Bureau Data, Inc.	Utility Collection Fees	93.35
Dakota Supply Group	Inventory	9,885.46
Dalco	Towels, Soap, Cleaning Supplies	684.60
Davy Engineering	Engineering Fees	972.94
Davy Laboratories	Lab	1,557.75
E O Johnson Company	Copier Agreement	152.00
ECM Publishers	Advertisements	280.00
G & F Distributing	Liquor Store Inventory	454.50
Gopher State One-Call	Location Notifications	4.35
Hammell & Murphy	General Matters & Prosecution Matters	4,080.25
Hoskins Electric Company	Circuit Breakers Water Heater	145.31
Innovative Office Solutions	Office Supplies	630.30
Jack Neumann Trucking	Freight Expense	96.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	2,740.22
Johnson, Allan	Meal Reimbursement	12.86
Ken's Small Engine	2 Saw Chains	83.24
Kraus Oil Co, Inc.	Fuel	160.31
Kwik Trip Stores	Scrip	1,890.00
Mayo Clinic Health Systems	Health Cards	50.00
Medtox Laboratories, Inc.	Drug Screen	21.40
Midwest Tape	Library DVD's	197.22
Mississippi Welders Supply Co.	Oxygen	106.57
Paul's Repair	Street Equipment – JD 3520 Repair	500.00
Phillips Wine & Spirits	Liquor Store Inventory	805.10
Printy Quik	Office Supplies	32.01
Quillin's	Liquor Store Inventory	20.73
Richard's Sanitation	Refuse Disposal	101.30
Schilling Supply Company	Copy Paper, Bags	252.76
Schulze Plumbing & Heating	Water Heater Maintenance	107.50
Servocal Instruments	Flow Meter Calibration	400.00
St. Mary Auto Body Shop	Tow's	122.91
Tri-County Electric Co-op	Electric Energy	167,664.97
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Uniforms Unlimited	Tazer Cartridges	466.90
United Auto Supply, Inc.	Miscellaneous Items	55.90
US Postal Service	SOS Campaign – Postage	50.60
USA BlueBook	Miscellaneous Items	50.86
Verizon Wireless	Ambulance – Communication Expense	204.21
Water Systems Company	Drinking Water	13.47
Zarnoth Brush Works, Inc.	Broom Refill/Disposal	817.06
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	56.62
		<u>\$ 217,406.87</u>

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

Caledonia Bakery	Annual Refresher	50.40
E O Johnson Company	Clerk's Office – Copier Maintenance	152.00
Expert T Billing	Ambulance – Contracted Billing	725.00
Jack Neumann Trucking	Freight Expense	130.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	1,650.05
Med Compass	Fire – Medical Exams	2,397.50
MN Energy Resources	Natural Gas	6,666.44
Paustis & Sons Wine Company	Liquor Store Inventory	660.25
Phillips Wine & Spirits Co.	Liquor Store Inventory	1,074.28
Schott Distributing Co, Inc.	Liquor Store Inventory	1,779.75
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Wine Merchants	Liquor Store Inventory	68.00
Airgas USA, LLC	Oxygen / Acetylene	105.03
B & M Service Center	Diesel	158.00
Bauer, Susan	Reimbursement – EMT Training	600.00
Caledonia True Value	Repair Parts, Miscellaneous Items	127.89
Schott Distributing Co, Inc.	Liquor Store Inventory	3,424.95
Southern Wine & Spirits of MN	Liquor Store Inventory	1,318.35
Klug, Anthony	Consulting Services	1,507.50
Business Financial Planning	Cafeteria Plan	233.80
Commissioner of Revenue	State Withholding	1,532.83
Houston County Sheriff	File No. 1040	428.01
ING Institutional Plan Services	TSA Payday 3-19-13	480.00
Merchants Bank	Federal/FICA/Medicare	7,674.04
MN Benefit Association	MBA Payday 3-19-13	97.59
NCPERS Minnesota	NCPERS Payday 3-19-13	80.00
Public Emp. Retirement Assn.	PERA Payday 3-19-13	6,145.18
American Red Cross	2013 Learn to Swim	300.00
Bakken & City, Brady	Meter Deposit Refund	250.16
Bell Lumber & Pole Company	Light – Inventory	11,216.53
Bound Tree Medical, LLC	Ambulance Supplies	173.98
City of Caledonia	Pool – Increase Change Fund	20.00

D S Electric Supply	Light Inventory	95.12
Frank, Rita	Meter Deposit Refund	250.60
House, Linda	Refund Balance on Account (Moved)	183.78
Houston Co. Auditor	Special Assessment Fees	434.40
Ingvalson & City, Laura	Meter Deposit Refund	250.50
Kennedy & Graven	Consulting Attorney	5,000.00
League of MN Cities	Registration Fee	245.00
Mayo Clinic Health Systems	Instructor Cards	30.00
Metro Sales, Inc.	Copier Agreement	52.80
MN Department of Health	2013 License Renewal	522.50
Resco	Light Inventory	7,981.78
Storlie & City, Tina Jade	Meter Deposit Refund	250.12
Houston Co. Recorder	Recording Fee	92.00
Principal Life	Life/Ad&d/Dependent Life	399.16
QuarterMaster	Uniforms (Stemper)	43.41
Streicher's	Uniforms (Lund)	149.97
Caledonia Volunteer Fire Dept.	Relief Association	600.00
G & F Distributing	Liquor Store Inventory	236.25
Houston County Treasurer	Ho. Co. Collection Site	4,008.00
MN Comprehensive Health Asn.	PD/Health Insurance Mark Coffield	7,035.99
Northern Beverage Distribution	Liquor Store Inventory	1,401.05
Rask, Nicholas	Animal Control – Rent	75.00
Schott Distributing Co, Inc.	Liquor Store Inventory	7,238.60
South Central College	Safety & Health Training	845.50
Buttell's Lighting	Bulbs & Ballasts	183.29
Caledonia Bakery	Meeting Refreshments	42.00
Caledonia Conv & Tourism	Tourism	440.79
Caledonia Oil Company	Unleaded	1,532.53
Jack Neumann Trucking	Liquor – Freight Expense	210.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	4,859.87
Merchants Bank	Federal/FICA/Medicare	430.76
Parks & Trails Council of MN	Membership Fee	35.00
Peterson, Marion	Ambulance Refund	173.84
Phillips Wine & Spirits Co.	Liquor Store Inventory	1,714.69
Public Emp. Retirement Assn.	PERA	150.50
Stemper, James	2013 Uniform Allowance	109.80
E O Johnson Company	Copier Agreement	603.46
Johnson, Allan	Meal Reimbursement	10.11
Mayo Clinic Health Systems	HCP Cards	250.00
Pearson, Nathan	Meal Reimbursement	10.11
Resco	Light Inventory	6,671.10
Richard's Sanitation, LLC	Recycling – Collections	6,539.05
Schott Distributing Co, Inc.	Liquor Store Inventory	2,931.85
Smith Schafer & Associates	Annual Audit 2012	8,500.00
Southern Wine & Spirits of MN	Liquor Store Inventory	1,524.75
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	379.25
Visu-Sewer, Inc.	2012 Sanitary Sewer Rehab	42,940.01
MN Dept. of Revenue	Sales/Use Tax	17,956.00
Crescendo Consulting	Pool Project	3,297.75
Klug, Anthony	Consulting Services	1,192.50
MCFOA	Membership	35.00
Business Financial Planning	Cafeteria Plan	233.80
Caledonia Police Association	PD Association Dues	85.00
Commissioner of Revenue	State Withholding	1,752.89
ING Institutional Plan Services	TSA Payday 4-2-13	480.00
IUOE Local 49	Union Dues	357.50
Merchants Bank	Federal/FICA/Medicare	8,811.12
Public Emp. Retirement Assn.	PERA	7,223.66
US Postal Service	SOS Campaign – Postage	28.00
Ace Link Telecommunications	Communication Expense	1,122.47
Chief Supply Corporation	Badge (Lund), Stemper Uniform Allow.	265.56
Coca-Cola Bottling Company	Liquor Store Inventory	156.00
Galls, Inc.	Uniforms	37.97
IUOE Local 49 Benefit Fund	Health Insurance	16,017.00
MN Pollution Control Agency	Land App. Registration Fee	315.00
Northern Beverage Distribution	Liquor Store Inventory	2,514.45
Petty Cash	Replenish Petty Cash	98.04
Sam's Club	Membership Renewal	258.51
Schott Distributing Co., Inc.	Liquor Store Inventory	1,539.65
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	90.25
US Postal Service	SOS Campaign – Postage	34.60
VISA	Miscellaneous Items	1,675.56
		<u>\$ 234,592.50</u>

Motion by Member Lemke, second by Member Vick to accept the letter of resignation submitted by Police Officer Chad Heuser effective April 3, 2013. Roll call of members: Yes: Mayor Burns, Members Schroeder, Murphy, Vick, Lemke. No: None. Motion was declared carried.

Motion by Member Murphy, second by Member Vick to approve Resolution 2013-003 Support for Legislation Authorizing the Establishment of Municipal Street Improvement Districts. All members voted in favor and the motion was declared carried.

RESOLUTION No: 2013-03

A RESOLUTION SUPPORTING LEGISLATION AUTHORIZING THE ESTABLISHMENT OF MUNICIPAL STREET IMPROVEMENT DISTRICTS

WHEREAS, Minnesota contains over 135,000 miles of roadway, and over 19,000 miles—or 14 percent—are owned and maintained by Minnesota's 853 cities; and

WHEREAS, 84 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority saves seven dollars in repairs; and

WHEREAS, the Council of the City of Caledonia finds it is difficult to develop adequate funding systems to support the City's needed street improvement and maintenance programs while complying with existing State statutes; and

WHEREAS, cities need flexible policies and greater resources in order to meet growing demands for municipal street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF

CALEDONIA supports enabling legislation that would authorize cities to establish street improvement districts to fund municipal street maintenance, construction and reconstruction.

ADOPTED by the Caledonia City Council this 8th day of April, 2013.

APPROVED: _____

Robert H. Burns
Mayor

ATTEST: _____

Ted A. Schoonover
Clerk/Administrator

Motion by Mayor Burns, second by Member Vick to approve Resolution 2013-004 Hiring Jacklyn Lund to fill the position of full time police officer vacated by the resignation of Officer Heuser. Roll call of members. Yes: Mayor Burns, Members Schroeder, Murphy, Vick and Lemke. No: None. Motion was declared carried.

CITY OF CALEDONIA, MINNESOTA

RESOLUTION 2013-004

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the **Caledonia Police Department of The City of Caledonia** hereby declares that the position titled **Full Time Police Officer**, currently offered to **Jacklyn Lund**, meets all the following Police and Fire membership requirements:

1. Said position requires a license by the MN peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed.
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

ATTEST:

Mayor

City Clerk/Administrator

Motion by Mayor Burns, second by Lemke to approve Resolution 2013-005 Hiring Nathan C. Pearson to fill the position of Permanent Part-Time Police Officer vacated by the selection of Officer Lund to full time. Roll call of members. Yes: Mayor Burns, Members Schroeder, Vick, Lemke. No: Murphy. Motion was declared carried.

CITY OF CALEDONIA, MINNESOTA

RESOLUTION 2013-005

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the **Caledonia Police Department of The City of Caledonia** hereby declares that the position titled **Permanent Part Time Police Officer**, currently offered to **Nathan C. Pearson**, meets all the following Police and Fire membership requirements:

1. Said position requires a license by the MN peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed.
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and

5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

ATTEST:

City Clerk/Administrator

Mayor

Motion by Mayor Burns, second by Member Vick to approve Resolution 2013-006 Hiring Sheldon Haedtke to the position of Part-Time Police Officer. Roll call of members. Yes: Mayor Burns, Members Schroeder, Vick, Lemke, Murphy. No: None. Motion was declared carried.

CITY OF CALEDONIA, MINNESOTA
RESOLUTION 2013-006

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the **Caledonia Police Department** of **The City of Caledonia** hereby declares that the position titled **Part Time Police Officer**, currently offered to **Sheldon Haedtke**, meets all the following Police and Fire membership requirements:

1. Said position requires a license by the MN peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed.
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

ATTEST:

City Clerk/Administrator

Mayor

Gary Skaug from Richard's Sanitation was present to ask the council permission to switch the refuse and recycling pick up to Mondays for the entire city. Consensus was there is nothing in the contract that would not allow the contractor to pick up when they so desired. Mr. Skaug stated he would place an add in the paper informing the residents of the change. Administrator Schoonover stated the city would place a public notice on the website and the cable television station. The new pick up day is scheduled to begin May 1, 2013.

Motion by Mayor Burns, second by Member Vick to approve the Proclamation of "Paying it Forward". This is an effort to promote anti-bullying and is a national effort. Discussion, "Paying it Forward" day is scheduled for April 25, 2013. All members present voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Lemke to approve temporary 4 day on-sale liquor license for the Houston County Agricultural Society for August 14-17, 2013. All members voted in favor and the motion was declared carried.

Motion by Member Schroeder, second by Member Lemke to approve the Temporary on-sale liquor application for Caledonia City Celebrations for June 14-15, 2013. All members present voted in favor and the motion was declared carried.

Motion by Member Vick, second by Member Lemke to approve the gambling permit for Caledonia City Celebrations for June 14-15, 2013. All members present voted in favor and the motion was declared carried.

The purchase of a new sound system was discussed for the Park and Recreation Department. They have proposed the purchase of a system costing approximately \$2,500.00 and have received a verbal donation of a \$1,000.00 from the American Legion. Discussion ensued concerning their budget and how to pay for it. Motion by Member Murphy, second by Member Schroeder to table this until the meeting in May. All members voted in favor and the motion was declared carried.

The library has requested to replace their outdated copier with a newer version. They submitted some estimates but there was not enough information or details contained within to make an informed decision so this too was tabled.

Attendance at the Southeastern Minnesota League of Municipalities meeting on April 29, 2013. Member Schroeder and Administrator Schoonover will be attending the classes in the afternoon and stay for the dinner. Mayor Burns will attend the supper only.

City Clerk/Administrator presented the council with the employee overtime report.

Member Murphy asked the council to consider implementing a policy that would prohibit any city employee from writing a letter of recommendation for any other person without City Council approval. Mayor Burns stated that although we can dictate what an employee does during work hours we can not control what they do on their own time. Member wanted Administrator Schoonover to check with the league of cities and our attorney to determine what we can implement, if anything.

Motion by Mayor Burns, second Member Lemke to approve the contract with Bovee and Heil for Music in the Park concert. All members present voted in favor and the motion was declared carried.

Discussion ensued in reference to the water/wastewater operator position. Mayor Burns stated the Local 49ers are okay with the proposed wage we could offer and it falls in line with similar municipalities in our area and size. What they would not agree to would be the additional benefits the potential applicant would desire. Administrator Schoonover will converse with the collective bargaining attorney on any other options and recommendations and then the personnel committee will meet with the applicant and discuss a possible negotiation based on our findings. Bottom line is we need to act on the current applicant or advertise and start over and that's not an option we do not want to pursue.

The liquor store committee met with Liquor Store Manager Patty Gavin and discussed her request for another part-time employee and after hearing her reasoning they agreed that another employee would be beneficial. She stated she has one application on file and would like to interview her. Consensus was to allow the personnel committee to interview the applicant and make their recommendation to the council.

The next regular meeting will be on April 22, 2013 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Mayor Burns, seconded by Member Schroeder. All voted in favor and the motion was declared carried to adjourn at 8:34 p.m.

Robert H. Burns

Ted A. Schoonover
Clerk-Administrator