

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, May 13, 2013

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

ROLL CALL: Members present: Mayor Pro-tem Bob Lemke, Council Members: DeWayne Schroeder, Randi Vick and Tom Murphy. Mayor Burns was absent and arrived at 6:10 p.m. City Staff Present: City Clerk/Administrator: Ted Schoonover, Administrative Coordinator Mike Gerardy and City Electrician Matt Blocker. Guests present: Nineteen SOS Pool supporters, Andy and Sheri Allen and Caledonia Argus reporter Clay Schuldt.

AGENDA: Motion by Member Schroeder, second by Member Murphy to approve the Agenda. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Member Vick, second by Member Murphy to approve the consent agenda, which consisted of the regular meeting minutes from April 22, 2013. All voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS:

Andy and Sheri Allen were present to ask the council to issue another citation to Mr. Dean Foltz because of the encroachment onto their property with his retaining wall. Administrator Schoonover informed the Allen's and the council that on advice from both the City and County Attorney's that no action would be taken until the civil case has been remedied. Even though there is a direct violation of the Ordinance the courts will not take action until a resolution has been reached concerning the property line dispute. Schoonover stated he would do whatever the council told him to but the outcome will be the same as the previous outcome and the case would be dismissed. Motion by Member Schroeder, second by Member Murphy to re-issue the citation for a violation of the Ordinance 153.189 (A) {2}. Mayor Pro-tem Lemke and Members Murphy, Vick, Schroeder all voted in favor. Mayor Burns Abstained from the vote and the motion was declared carried.

Joanne Zard was present with 18 other SOS pool supporters and presented some figures and statistics on why the project should be moved forward to purchase the plans and specifications for the new aquatic center. Member Schroeder does not object to the project but would much rather see the entire facility raised and start from scratch. Mayor Burns re-iterated that we can look at that once we have the draft plans in hand, we then can make adjustments as needed. Administrator Schoonover has some concerns about whether an RFP needed to be completed to ensure compliance with the Minnesota Statutes. Motion by Mayor Burns, second by Member Vick to move forward with the aquatic center and purchase the plans and specifications from USAquatics, pending statutory compliance. All members voted in favor and the motion was declared carried.

ADMINISTRATIVE COORDINATOR:

Coordinator Gerardy and Administrator Schoonover briefly informed the council of a potential project with Sno-Pac. More information will be brought before the council at its next meeting.

The council was presented the 2013 electric rates which show an overall increase of 3.1%. This is not a true evaluation of the increase and in order to show that a study would need to be accomplished at an estimated cost of \$1,000.00. Member Murphy was concerned that the margin rate was reduced by 3% last year without notification from the provider. He wants to see that back to its original 13%. Motion by Mayor Burns, second by Member Murphy to move forward and request the cost study and have Tri-County come before the council to explain it and to answer any other questions or concerns. All members voted in favor and the motion was declared carried.

Electrician Blocker was present and presented the council with some estimates to replace the light poles and lights at the ball field. He believes we need to have the current ones inspected before making any other decisions. We will work with Tri-County and attempt to use their contractor. He also asked the council to authorize him to get quotes for a new service panel for the panel at Main St. and Decorah St. he could also have them quote a price to get 200 amp service to the ball field complex. Motion by Member Schroeder, second by Member Lemke to obtain the quotes and bring them back to the council. All members voted in favor and the motion was declared carried. He also asked the council to consider the purchase of a John Deere 27D Excavator at a cost of \$30,000 and a Ditch Witch trencher in the amount of \$45,910. There would be approximately \$10,000-\$12,000 of trade in value from the old trencher. The council would entertain the idea but wants to see if we can get a used Excavator and save some money. Blocker said he would look around and bring it back, but it was included in his annual budget. No action was taken.

Coordinator Gerardy presented the council with an updated estimate to repair the Bissen St. lift station in the amount of \$2,594.93. Motion by Member Schroeder, second by Member Vick to approve the purchase as presented. All members present voted in favor and the motion was declared passed.

Gerardy presented the council with some updated estimates from Torgerson's Paint and Floor Covering for blinds in the entryway in the amount of \$1,085.00. Motion by Member Vick, second by Member Lemke to approve the purchase of the blinds as presented. All members voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Vick to purchase the sealant for the Auditorium floor and to repair the scrubber. All members voted in favor and the motion was declared carried. In further discussion Gerardy mentioned that City Hall could use a new mower as the old one is getting some age on it. Council requested he obtain some estimates and bring it back at a future meeting.

Gerardy briefed the council on the electronic surveillance project for the lift stations would be accomplished as a change order through Winona Mechanical and would be allowed as part of the PFA funding.

Schoonover and Gerardy stated that a public hearing will need to be held in order to vacate an alley from South 2nd Street. Motion by Mayor Burns, second by Member Lemke to set the date and time for June 10, 2013 at 6:30 p.m.

Ordinance #93 Open Burning was brought forward for discussion. We have yet to hear from the City Attorney on its validity and therefore will be tabled until that time.

Mayor Burns asked Coordinator Gerardy about striping crosswalks and curbs and when it would be accomplished again. Gerardy stated that is usually in the fall before school goes back into session. He also inquired about planting a tree at city hall to replace the one that was removed. Member Murphy stated that he felt a White Oak tree would be the better choice and asked if we could do it in a manner that recognized the Staggemeyer family and all they done for the community and area. The consensus was to proceed with that option. No action was taken.

NEW BUSINESS:

City Clerk/Administrator Schoonover presented the council an editorial from a local paper that outlined what a youth sports program should be and asked the council for what they envisioned? It was summed up to be "The purpose of varsity sports was to win games. The purpose of youth sports is to develop players and let kids be kids." No further action taken.

A Memorandum of Understanding was presented for approval between the Caledonia Police Department and the City of Caledonia. This was to give the permanent part-time employee pro-rated vacation time. Motion by Mayor Burns, second by Member Lemke to approve the MOU as presented. All members voted in favor and the motion was declared carried.

Resolution 2013-007 was presented to allow Mark Olson to contribute to PERA. Motion by Mayor Burns, second by Member Lemke to approve Resolution 2013-007. All members voted in favor and the motion was declared carried.

A waiver of liability was presented on behalf of insurance agent Tom Danielson to waive the liability as the city has done in the past. Motion by Member Vick, second by Member Schroeder to authorize the waiver of liability for insurance through the League of Minnesota Cities. All members voted in favor and the motion was declared carried.

A request from the Caledonia Ambulance Department asking the city to pay the insurance costs for their Annual Chicken Q fundraiser, the amount was estimated to be approximately \$200.00. Motion by Mayor Burns, second by Member Schroeder to approve the purchase. All members voted in favor and the motion was declared carried.

Mayor Burns mentioned the ambulance committee met and discussed the hiring of underage first responders. It was the consensus that they would allow them to do conduct ride- a- longs and to assist the EMT's but could not drive or function alone. They will be interviewed in the near future.

Motion by Mayor Burns, second by Member Lemke to hire Trisha Schmitz as a part-time liquor store clerk. All members voted in favor and the motion was declared carried.

Caledonia Community Celebrations submitted a request form asking for donations for upcoming events. Mayor Burns and the Council felt this would be better routed through the Caledonia Tourism Board or Chamber of Commerce as that is what the hotel/motel tax dollars are designed to support.

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

Affordable Tech. Solutions	Office Supplies	503.50
Airgas USA, LLC	Oxygen/Acetylene	113.61
Alco Discount Store	Clerk's Office – Misc.	1.59
Amaril Uniform Company	RF Clothing	651.44
Artic Glacier Inc.	Ice	37.62
Baker & Taylor Books	Library Books	821.50
Bonanza Grain, Inc.	Maintenance Materials	480.94
Border States Electric Supply	Replace Cable Cutter, Crimper Tool	2,348.05
Brad's Electric, Inc.	Bulbs	32.50

Caledonia Implement Co.	Tractor Blades	121.68
Caledonia Lumber Co, Inc.	Miscellaneous Items	4.28
Caledonia Oil Company	Car #20 Maintenance	32.10
Caledonia Wheel Alignment	Repairs/Maintenance	173.41
Carquest Auto Parts Store	Repair Parts/Truck 20 Maintenance	5.64
City of Caledonia	Utilities	10,657.34
Clarey's Safety Equipment, Inc.	Miscellaneous Items	241.64
Creative Product Sourcing, Inc.	Dare Program Supplies	272.43
Credit Bureau Data, Inc.	Utility Collection Fee's	87.84
D S Electric Supply, Inc.	Crosswalk Project – Wire	166.21
Dalco	T. Tissue	78.13
Davy Engineering	Engineering Fee's	7,296.89
Davy Laboratories	Lab	1,580.75
E O Johnson Company	Copier Maintenance	152.00
ECM Publishers, Inc.	Ad/Notice/Etc.	256.90
Electric Pump	Replacement Pump	2,104.11
Expert T Billing	Contracted Billing	500.00
Farmer's Coop Elevator Co.	Grass Mix	345.31
Fastenal Co.	Crosswalk/Sign Bolts/Cleaning Supplies	953.98
Flagship Recreation, LLC	Replacement Swing	144.28
Hammell & Murphy, PLP	Prosecution/General Matters	4,016.00
Hoskins Electric Co.	Repair Cooler Lights	264.66
Innovative Office Solutions	Office Supplies, Laminator	351.25
Jeff's Automotive Repair	Repairs #20	347.68
Lackore Electric Motor Repair	Motor Replacement, Boiler Parts	626.04
Little Falls Machine, Inc.	004 Truck Parts	44.58
Mac Queen Equipment, Inc.	Sweeper Parts	173.84
Menard's	Floor Fan, Door Lock	242.00
Midwest Tape	DVD's	41.88
Minnesota Pipe & Equipment	Hydrant Oil	63.29
MN Bureau of Criminal Apr.	Recertification Course	50.00
NBS Calibrations	Service/Calibration Equipment	300.00
Pioneer Manufacturing, Co.	Marking Chalk	754.11
Printy Quik	Printing Expense – Pool Campaign	20.52
Quillin's	Liquor Store Inventory	42.64
Resco	Light Inventory	27,460.20
Rhomar Industries, Inc.	Truck Wash	260.06
Richard's Sanitation, LLC	Refuse Disposal	171.43
Schilling Supply Company	Bags, Can Liners, Copy Paper	376.56
Schulze Plumbing & Heating	Repair Parts	63.11
SE Libraries Cooperating	Auto Fee's	404.42
SEMA Equipment, Inc.	JD Mower Blades, Sweeper Parts	156.90
Smith Schafer & Associates	Annual Audit	6,855.00
St. Mary Auto Body Shop	Tow's	160.32
Star Energy Services	2013 Project	170.00
Streicher's	Uniforms	124.99
Tri-County Electric Co-op	Electric Energy	149,829.19
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Uniforms Unlimited, Inc.	Uniforms	168.98
United Auto Supply, Inc.	Gloves, Repair Parts	377.66
USA Bluebook	Manhole Cover Lifter	57.12
Water Systems Company	Drinking Water	7.11
Winona Controls, Inc.	Boiler System Repair	218.96
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	45.17
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		\$ 224,661.34

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

Baker & Taylor Books	Library Books	485.08
Discount Magazine Subscr.	Magazine Subscriptions	921.39
Erickson, John	Refund	100.00
Hawkin's Inc.	Sewer – Chemicals	1,417.96
Merchants Bank	Federal/FICA/Medicare	31.21
Monogram Company	Replaced Marked Uniforms	133.98
SE Libraries Cooperating	Auto Fees	404.42
Showcases	Library DVD Cases	24.27
Tri-County Electric Co-op	Electric Energy	93.69
Airgas USA, LLC	Oxygen/Acetylene	116.83
Bound Tree Medical, LLC	Ambulance Supplies	243.92
Caledonia Oil Company	Refund Partial Loan App Fee	72.50
Expert T Billing	Ambulance Contracted Billing	450.00
Northern Beverage Distribution	Liquor Store Inventory	726.10
Schott Distributing Co, Inc.	Liquor Store Inventory	3,277.60
Skillings, Ryan	2013 Clothing Allowance	125.00
Southern Wine & Spirits of MN	Liquor Store Inventory	1,677.90
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	76.20
US Postal Service	SOS Campaign Postage	22.40
World Point ECC, Inc.	Ambulance Training Supplies	165.45
Evans, Tim	2013 Uniform Allowance	125.00

McGraw, Kelly	Background Services (for Spring Grove)	447.75
Business Financial Planning	Cafeteria Plan	233.80
Commissioner of Revenue	State Withholding	1,691.94
ING Institutional Plan Services	TSA Payday 4-16-13	480.00
Merchants Bank	Federal/FICA/Medicare	8,004.94
MN Benefit Association	MBA Payday 4-16-13	97.59
NCPERS Minnesota	NCPERS Payday 4-16-13	64.00
Public Emp. Retirement Assn.	PERA Payday 4-16-13	6,509.19
Abdo-Spotlight-Magic Wagon	Library Books	1,027.15
Baker & Taylor Books	Library Books	334.53
Caledonia True Value	Street – Misc.	84.14
Demco	Laminating Supplies	136.86
Kraus Oil Company, Inc.	Diesel	1,955.63
Mayo Clinic Health System	Drug Screen	52.00
Midwest Tape	Library – DVD	24.14
Resco	Light Inventory	6,335.12
Good Times Restaurant	Wine for Pool Event	490.50
City of St. Charles	Member Meeting Registration Fee	66.00
Dahlman & City, Crystal	Meter Deposit Refund	250.42
Graw & City, Chris	Meter Deposit Refund	225.45
Kraus Oil Company, Inc.	Unleaded	1,416.00
Mayo Clinic Health System	Health Cards	150.00
Meyer & City, Angela	Meter Deposit Refund	250.50
Meyer & City, Kyle	Meter Deposit Refund	250.50
Miken Sports	Refund “Payment Error”	1,250.00
Northern Beverage Distribution	Liquor Store Inventory	2,323.85
Principal Life	Life/Ad&d/Std	399.16
Ranzenberger, Dorothy	Reimbursement – Envelopes	11.86
Roland & City, Pam	Meter Deposit Refund	251.00
Schott Distributing Co, Inc.	Liquor Store Inventory	4,233.85
Sheehan & City, Kate	Meter Deposit Refund	200.40
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	53.25
Thomas & City, Teri	Meter Deposit Refund	250.75
US Postal Service	Postage Stamps	20.00
Viner & City, Sara	Meter Deposit Refund	125.57
Witt & City, Eric	Meter Deposit Refund	250.50
Engen, Bob	Refund Shelter Rental Fee	42.75
Jack Neumann Trucking	Liquor – Freight Expense	172.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	2,048.72
Minnesota UC Fund	Unemployment	2,045.00
Phillips Wine & Spirits	Liquor Store Inventory	1,641.55
Rogich, Mike	Removal of Diseased Tree’s	1,200.00
Houston County Recorder	Recording Fee	46.00
Houston County Treasurer	Ho. Co. Collection Site	4,008.00
League of MN Cities	2013 MN City Directory	52.70
Ranzenberger, Dorothy	2013 Clothing Allowance	60.00
Rask, Nicholas	Animal Control	75.00
SEMLM	Membership Dues	35.00
US Postal Service	SOS Campaign Postage	35.95
G & F Distributing	Liquor Store Inventory	596.05
Kwik Trip Stores	Pool Project – Scrip	981.00
Metro Sales, Inc.	PD – Copier Agreement	64.25
Northern Beverage Distribution	Liquor Store Inventory	1,636.40
On-Site Computers, Inc.	Clerk’s Office – Tech Services	60.12
Schott Distributing Co, Inc.	Liquor Store Inventory	8,282.85
Southern Wine & Spirits of MN	Liquor Store Inventory	3,400.08
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	58.30
Zehnder, Kurt	Meal Reimbursement	56.79
Merchants Bank	Federal/FICA/Medicare	7,497.96
Business Financial Planning	Cafeteria Plan	233.80
Caledonia Conv. & Tourism	Tourism	233.89
Commissioner of Revenue	State Withholding	1,558.01
Cordes, Wade & Melissa	Refund – Overpayment on Zoning	50.00
ING Institutional Plan Services	TSA Payday 4-30-13	480.00
Ingllett, Justin	Reimbursement WSI Course Fee	228.03
Kwik Trip Stores	Pool Project – Scrip	1,440.00
MN Child Support Payment	Case ID 001470764201	193.81
MN Department of Revenue	Sales / Use Tax	16,414.00
Public Emp. Retirement Assn.	PERA Payday 4-30-13	6,484.63
Richard’s Sanitation, LLC	Recycling – Collections April	6,830.60
Ace Link Telecommunications	Communication Expense	1,107.62
Commissioner of Revenue	State Withholding	194.15
Coulee Region Sports League	Summer 2013 League	300.00
Crescendo Consulting LLP	Consulting Services	1,595.50
Klug, Anthony	Consulting Services	1,507.50
League of MN Cities	Registration Fee – Zehnder	20.00
Mayo Clinic Health System	Health Cards	100.00
Merchants Bank	Federal/FICA/Medicare	1,313.66
Public Emp. Retirement Assn.	PERA Payday 5-2-13	819.29

Resco	Light Inventory	68,750.70
United Parcel Service	Police Department – UPS Fee	9.80
IUOE Local 49 Benefit Fund	Health Insurance	18,191.00
Kraus Oil Company, Inc.	Street Equipment – Fuel	75.96
Northern Beverage Distribution	Liquor Store Inventory	2,432.10
Resco	Light – Inventory	2,504.62
Schott Distributing Co, Inc.	Liquor Store Inventory	3,210.94
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	128.95
Jack Neumann Trucking	Freight Expense	84.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	2,947.22
MN Energy Resources	Natural Gas	4,852.60
Phillips Wine & Spirits	Liquor Store Inventory	360.21
Riverland Community College	Registration Fee	280.00
Stemper, James	Travel Expense	30.56
Verizon Wireless	Communication Expense	203.52
Abrams & Schmidt, LLC	Consulting Services	1,822.50
Buttell's Lighting	Ballasts/Bulbs	134.08
Caledonia Oil Company	Unleaded	1,616.12
MN State Fire Chief's Assn.	FD 2013 Dues	48.00
Becker & City, Jordan	Meter Deposit Refund	250.50
Bluff Country Family Resources	Meter Deposit Refund	250.00
G & F Distributing	Liquor Store Inventory	51.00
Howard & City, Rachel	Meter Deposit Refund	250.50
Jore & City, Nick	Meter Deposit Refund	250.50
Lechner & City, Zach	Meter Deposit Refund	250.50
Merchants Bank	ACH Fee May 2013	31.07
Monachello & City, Michael	Meter Deposit Refund	250.50
Northern Beverage Distribution	Liquor Store Inventory	1,207.40
Rother & City, David	Meter Deposit Inventory	250.50
Schott Distributing Co, Inc.	Liquor Store Inventory	2,625.10
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	211.20
Watchguard Video	Camera for 2005 Chief's Car	5,178.00
		<u>\$ 244,579.85</u>

Administrator Schoonover presented the council with a 2014 Small Cities training opportunity and application workshop for housing rehabilitation projects and grants. Motion by Member Murphy, second by Mayor Burns to allow Clerk/Administrator Schoonover to attend this training and submit an application on behalf of the City of Caledonia. All members voted in favor and the motion was declared carried.

Administrator Schoonover presented a copy of a letter of resignation from Water/Wastewater operator Ryan Skillings effective May 23, 2013. He has accepted a position in another city. Motion by Mayor Burns, second by Member Lemke to formally accept his letter and thank him for his dedication and service to the City of Caledonia. All members in voted in favor and the motion was declared carried.

Administrator Schoonover informed the council that he is working on a plan to back his position. This will require a contract to be issued to an individual that eventually wishes to become the plant operator. More details need to be worked out and will be brought back to the council for action at that time.

The April police reports and time sheets were submitted for review. No action taken.

The next regular meeting will be on Tuesday May 28, 2013 at 6:00 p.m. This is a change because of the Memorial Day Holiday.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Member Schroeder, seconded by Member Vick. All voted in favor and the motion was declared carried to adjourn at 9:02 p.m.

Robert H. Burns

Ted A. Schoonover
Clerk-Administrator