

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

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

ROLL CALL: Members present: Mayor Bob Burns, Council Members: Bob Lemke, DeWayne Schroeder, Randi Vick and Tom Murphy. City Staff Present: City Clerk/Administrator: Ted Schoonover. Guests present: Caledonia Argus reporter Clay Schuldt and Holly Youngerberg.

AGENDA: Motion by Mayor 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 Lemke, second by Mayor Burns to approve the consent agenda, which consisted of the Regular meeting minutes from June 24, 2013 and the Special meeting held June 25, 2013. All voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

ADMINISTRATIVE COORDINATOR:

City Clerk Administrator Schoonover presented the council with payment request #6 from Giffin Construction in the amount \$76,017.05. Motion by Mayor Burns, second by Member Vick to approve the payment as presented. All members voted in favor and the motion was declared carried.

Schoonover presented the Council with Change Order #6 from Griffin Construction delaying the paving until later in the year to allow for the ground to absorb the moisture and to compact the fill and rock base. Motion by Member Vick, second by Mayor Burns to approve the Change Order as presented. All members voted in favor and the motion was declared carried.

Schoonover also presented the Council a quote from Griffin to replace the culvert that is failing on Old Highway Drive by the city yard. This would be a joint effort between the City and Griffin. The estimated cost is \$7,521.40. Motion by Mayor Burns, second by Member Schroeder to approve the repairs as presented. All members voted in favor the motion was declared carried.

The Mayor reviewed a zoning application for Larry and Holly Youngerberg at 123 N Sprague St. to build a porch on the front of their home. This requires a setback variance of 13' from the West property line. Motion by Member Vick, second by Member Lemke to approve the variance and application. All members present voted in favor the and the motion was declared carried.

Schoonover presented a request from the Caledonia School Board to make Grove St. one-way traffic to facilitate a student drop off and pick up point and to better control traffic in that area. It was consensus of the Council to determine if the school board would consider having that area as the bus drop off and pick up site and to have the parents use Main Street. Schoonover will work with School Superintendent Ben Barton and bring it back to the Council at a later date.

A quote from Electric Pump was presented for a trash basket for the Bissen St. lift station. We have had several instances of what appeared to be mop heads sucked into the pumps. The Council wanted to ensure we had a comparable quote from another company and or to put cutters on the impellers to chop up the materials. This too will be brought back to the Council at a later date.

A quote from Davy Engineering was presented to the Council for a smoke test of the Northeast section of town to see where the infiltration is coming from. Member Schroeder stated he always felt the problem area was closer to the plant such as the downtown area. Consensus was to have Schoonover get quotes for all four sections independently and one for the entire town and to also see if it is something we could add to the ongoing sewer project.

Schoonover informed the Council that at some time in the past several years the 2 hour parking signs had been removed from in front of Caledonia Wheel and Alignment. He stated that he would direct the street department to replace the signs.

NEW BUSINESS:

City Clerk/Administrator Schoonover presented the Council with a request from Elsie's Bar and Grill to open and run the concession stand at Legion Park. Her licenses, insurance and the other requirements would all transfer over to that location. Motion by Mayor Burns, second by Member Murphy to allow Elsie to operate the concession stand and that she would be responsible for both the electrical usage and pop machine if she wanted to use it. All members present voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Vick to approve the 2013 Ambulance Subsidy Contract with Mayville Township and the City of Caledonia. All members present voted in favor and the motion was declared carried.

A proposal from Mi-technical services was presented to inspect all the poles at the baseball diamond for soundness and stability. The proposal seemed extremely high and the consensus was to see if there was a better alternative such as lowering the lights and cutting back the bad areas on top. This will be brought back at a later date.

Schoonover presented the Council with an opportunity for Water/Wastewater Operator Craig Nelson to attend a Nutrient Removal Course in St. Cloud. After discussion it was decided to wait until the open position was filled and send them both together. No action taken.

Schoonover presented the Council with two proposals for a new copier at the Police Station and also a service agreement that would cover the three copiers and two printers. The proposals were submitted by EO Johnson and Metro Sales. Motion by Mayor Burns, second by Member Lemke to approve the proposal from EO Johnson. All members present voted in favor and the motion was declared carried.

Schoonover informed the Council that last Tuesday evening the computer at the liquor store crashed and we were forced to close as we had no other method to operate the cash drawer or inventory. Schoonover called our IT company and the soonest they could be on site would be the next day sometime before noon. On Wednesday morning The City Accountant Stephanie Mann, Secretary Jessica Kohnen and Clerk/Administrator were there at 8:00 a.m. and were setting up methods so we could operate. We were able to get the computer back into operation but it was a quick fix and we were unsure how long it would operate. He proposed that we purchase a point of sale system from Total Register Systems Inc. By doing so this allows the manager to order directly online and would allow her to have some redundancy and a back up system would be in place. Discussion ensued. Motion by Member Schroeder, second by Member Lemke to approve the purchase of the new system and to allow for an internet connection at the store. Roll call of votes: Yes: Members Schroeder, Murphy, Lemke and Vick. No: Mayor Burns. Motion was declared carried.

Motion by Member Vick, second by Member Lemke to approve the claims payable. All members voted in favor and the motion was declared carried.

Affordable Tech. Solutions	Liquor Store – Safe & Install	336.60
Business Financial Planning	Cafeteria Plan	233.80
Caledonia Police Association	PD Association Dues	85.00
Commissioner of Revenue	State Withholding	1,500.92
Credit Bureau Data, Inc.	Utility Collection Fee's	10.04
Griffin Construction Co, Inc.	Sewer Rehab 2012 Payment No. 5	24,482.42
Houston Co. Recorder	Recording Fee – Alley Vacation	46.00
ING Institutional Plan Services	TSA Payday 6-11-13	480.00
IUOE Local #49	Union Dues	325.00
Ken's Small Engine	Lawn Mower	332.99
Merchants Bank	Federal/Fica/Medicare	7,812.12
MN Child Support Payment	Case ID 001470764201	193.81
MN Dept. of Education	Acct #1002697809	235.60
Northern Beverage Distribution	Liquor Store Inventory	128.00
Printy Quik	Pool Campaign – Printing Expenses	47.97
Public Emp. Retirement Assn.	PERA Payday 6-11-13	5,951.19
Stephen B. Productions	Sound System	3,496.95
Stigeler, Patrick	Refund Pee Wee Fee	60.00
US Postal Service	SOS Campaign – Postage	199.71
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	79.50
Airgas USA, LLC	Oxygen/Acetylene	116.83
Becker & Stemper Electric, LLC	Legion Shelter	332.08
Bound Tree Medical, LLC	Ambulance – Misc. Supplies	310.76
E O Johnson Company	Copier Maintenance Agreement	152.00
Electric Pump	Lift Station Maintenance/Repairs	4,949.99
Games People Play	Ball Program Equipment	160.00
Independent School District 299	City Share X-ing Guard	1,529.32
MN Energy Resources	Natural Gas	1,816.38
Resco	Light – Inventory	2,590.14
Rogich, Mike	Tree Removal	500.00
Schulze Plumbing & Heating	Repair Water Pipe Filler	598.67
SEMA Equipment	CH/AUD Generator Maint.	512.25
Storlie's Portable Pit Stops	Toilet Rental	96.19
TDS Media Direct, Inc.	Liquor Store – Brochure Ad	225.00
Tri-State Ambulance	Intercept Fee Run	750.00
Augedahl, Brad	Ball Program Equipment	1,856.29
Caledonia True Value	Miscellaneous Items	491.53
Hammell & Murphy, PLLP	General Matters	979.50
Northern Beverage Distribution	Liquor Store Inventory	688.90
Schott Distributing Co, Inc.	Liquor Store Inventory	3,225.85
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	163.60
Staggemeyer State Co. Inc	Landscaping Materials	45.00
Jack Neumann Trucking	Liquor Store Freight Expense	57.00

Johnson Brothers Liquor Co.	Liquor Store Inventory	2,949.17
Keepers, Inc.	PD Uniforms – Zehnder	59.82
Kwik Trip Stores	Scrip	981.00
Metro Sales, Inc.	Copier Agreement	50.60
American Patriot Pictures, LLC	Library – DVD	19.99
Augedahl, Chad	Reimbursement Tournament Fee	125.00
Baker & Taylor Books	Library Books	1,384.95
Better Homes & Gardens Books	Library Book	33.91
Caledonia Police Reserves	Pass Thru Contribution	250.00
DEMCO	Library Supplies	133.38
Electric Pump	Pump Inspections	2,130.00
Farm & Home Publishers	Plat Book & Directory	41.40
La Crosse Tribune	Subscription	158.40
Midwest Tape	Library DVD's	245.14
MN Department of Health	Watermain Design	150.00
Oxmoor House	Library Book	36.91
Principal Life	Life/Ad&d/STD	376.79
Printy Quik	Notary Stamp	32.01
SE Libraries Cooperating	Auto Fees	432.65
Upstart	Summer Reading Program	66.80
Caledonia Volunteer Fire Dept.	Relief Association	600.00
Good Friends	Music in the Park	400.00
Houston Co. Treasurer	Ho. Co. Collection Site	4,008.00
Rask, Nick	Animal Control	75.00
Simple Rogues	Music in the Park	400.00
Veterans "Driven Duo"	Music in the Park	500.00
Commissioner of Revenue	State Withholding	1,581.76
ING Institutional Plan Services	TSA Payday 6-25-13	480.00
Merchants Bank	Federal/FICA/Medicare	8,487.70
Public Emp. Retirement Assn.	PERA Payday 6-25-13	5,951.64
Blue Cross Blue Shield of MN	Ambulance Refund	1,086.43
Business Financial Planning	Cafeteria Plan	233.80
Buttell's Lighting	City Hall – Bulbs	127.73
Dakota Supply Group	Water Inventory	111.35
Davy Engineering	Engineering Fees	18,312.82
Keepers, Inc.	Uniforms (Zehnder)	50.07
Merchants Bank	Federal/FICA/Medicare	445.44
MN Benefit Association	MBA Payday 6-25-13	97.59
MN Child Support Payment	Case ID 001470764201	193.81
MN Dept. of Education	Acct #1002697809	235.60
NCPERS Minnesota	NCPERS Payday 6-25-13	64.00
Northern Beverage Distribution	Liquor Store Inventory	1,774.80
Public Emp. Retirement Assn.	PERA Payday 6-26-13	159.00
Schott Distributing Co, Inc.	Liquor Store Inventory	4,594.70
Southern Wine & Spirits of MN	Liquor Store Inventory	1,911.95
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	145.45
Torgerson's Paint & Floor	Roller Shades	1,147.24
Tornstrom, Michael	Reimbursement-Ball Equipment & Candy	158.36
Ziebell's Hiawatha Foods	Liquor Store Inventory	100.30
Allen, Joseph	Reimbursement – Tourney Fee	125.00
Astrup Drug & City	Meter Deposit Refund	501.00
Christman & City, Paula	Meter Deposit Refund	200.50
JLJ Property & City	Meter Deposit Refund	501.00
Landsom & City, Kathryn	Meter Deposit Refund	250.50
Leahy & City, Jason	Meter Deposit Refund	250.50
Lemke & City, Kathryn	Meter Deposit Refund	250.50
Pross & City, Jerry	Meter Deposit Refund	250.50
Ruza & City, Darlene	Meter Deposit Refund	250.32
Schieber, Katie	WSI Course Fee	150.00
Schoonover, Ted	Reimbursement Travel Expense	550.26
Seebauer & City, Brooke	Meter Deposit Refund	125.25
Taylor & City, Joe	Meter Deposit Refund	250.50
Twite & City, James	Meter Deposit Refund	250.50
Varney & City, Dan	Meter Deposit Refund	250.50
Caledonia Oil Company	Unleaded	1,602.97
G & F Distributing	Liquor Store Inventory	508.75
Midwest Beverage & Brokerage	Liquor Store Inventory	77.50
MN Comprh. Health Assn.	Health Insurance – M. Coffield	7,035.99
MN Dept. of Revenue	Sales/Use Tax	17,286.00
MN Municipal Beverage Assn.	Annual Association Dues	510.00
Northern Beverage Distribution	Liquor Store Inventory	4,172.00
Richard's Sanitation, LLC	Recycling – Collections	6,461.70
Schott Distributing Co, LLC	Liquor Store Inventory	6,411.05
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	85.50
Thorson Graphics LLC	Uniforms	1,393.00
Commissioner of Revenue	State Withholding	198.37
Klug, Anthony	Consulting Services	800.00
Merchants Bank	Federal/FICA/Medicare	1,383.84
Public Emp. Retirement Assn.	PERA Payday 7-2-13	728.91

Caledonia Conv. & Tourism	Tourism	644.66
Houston Co. Recorder	Recording Fee	46.00
Jack Neumann Trucking	Liquor Freight Expense	156.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,789.52
La Crescent Youth Ball	Tourney Fee	125.00
Phillips Wine & Spirits of MN	Liquor Store Inventory	1,208.45
Verizon Wireless	Communication Expense	203.70
VISA	Office Equipment, Office Supplies	218.90
Youth Enrichment Association	Registration Fee	100.00
Abrams & Schmidt, LLC	Consulting Attorney	256.50
IUOE Local 49 Benefit Fund	Health Insurance	18,066.00
Keepers, Inc.	Uniforms (Zehnder)	161.68
		<u>\$ 209,154.18</u>

Motion by Mayor Burns, second by Member Vick to approve the prepaid claims. All members voted in favor and the motion was declared carried.

Ace Link Telecommunications	Communication Expense	1,211.29
Affordable Tech. Solutions	Office Supplies, Computer Maint.	160.03
Alco Discount Store	Misc. Supplies, Phone Minutes	371.22
American Lock & Key	Locks/Keys	49.00
Artic Glacier Inc.	Ice	258.46
Astrup Drug	Ambulance Supplies	126.19
Bound Tree Medical, LLC	Ambulance Supplies	1,167.37
Buttell's Lighting	Street Lighting – Bulbs	198.78
Carquest Auto Parts Store	Car 18 Wiper Blades & Floor Dry	76.31
City of Caledonia Utilities	Electric, Water & Sewer	11,268.61
Civic Systems, LLC	Semi-Annual Support	2,396.00
Dalco	Misc. Supplies	273.12
David Drown Associates	TIF Consulting Services	2,500.00
Davy Laboratories	Lab	1,737.75
E O Johnson Company	Copier Agreement	515.51
ECM Publishers, Inc.	Notices	503.27
Extreme Beverage Distribution	Liquor Store Inventory	117.25
Farmer's Coop Elevator Co.	Grass Seed Mix & Tool	307.74
Fastenal Company	Light – Misc.	65.26
First Supply LLC	Draintile	110.78
Gopher State One-Call	Location Notifications	62.35
Hammell & Murphy	City of Caledonia Prosecution	2,727.00
Hawkins, Inc.	Chemicals	2,424.15
Hoskins Electric, Company	Well #7 Control Repairs	9,721.07
Houston County Recorder	Recording Fee	46.00
In the Swim	Vinyl Markers	49.91
Innovative Office Solutions	Office Supplies	43.07
Ken's Small Engine	Chain for Saw	33.67
Kraus Oil Co., Inc.	Diesel	1,532.13
League of MN Cities Ins. Trust	Annual Insurance Plan Renewal	40,514.00
League of WI Municipalities	Employment Ad	100.00
Merchants Bank	ACH Fee	31.35
Mierau, Robert	Consulting Services	2,715.75
MN Energy Resources	Natural Gas	2,848.65
Mississippi Welders Supply, Co.	Oxygen	136.18
M-R Sign Company, Inc.	Traffic Engineering – Repair Parts	12.43
Northern Beverage Distribution	Liquor Store Inventory	1,928.40
Northland Trust Services, Inc.	General Obligation Bonds, Series 2010A	7,875.00
Paradise Pool & Spa	Pool – Sign	8.42
Pioneer Manufacturing Co.	Ballpark – Marking Chalk	60.39
Richard's Sanitation, LLC	Refuse Disposal	194.81
Schilling Supply Company	Bags/Towels, Copy Paper	496.24
Schott Distributing Co, Inc.	Liquor Store Inventory	6,345.70
SEMA Equipment, Inc.	JD Tractor Bulb, Fluids	79.73
Servocal Instruments, Inc.	Flow Meter Calibration	500.00
Southern Wine & Spirits of MN	Liquor Store Inventory	1,589.05
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	141.00
St. Mary Auto Body Shop	Tow Ford F150	133.59
Stagemeyer Stave Co, Inc.	Landscaping Materials	45.00
Star Energy Services	Light Projects	187.51
Storlie's Portable Pit Stops	Toilet Rental	96.19
Tri-County Electric Co-op	Light – Electric Energy	187,691.60
United Auto Supply, Inc.	Light – Misc.	32.67
Water Systems Company	Clerk's Office – Drinking Water	7.11
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	18.50
		<u>\$ 293,842.66</u>

Administrator Schoonover stated that he had placed the employment advertisement for the Water/Wastewater Position in the surrounding states league sites and have already had one inquiry and request for an application. He also mentioned that the posting will remain open until filled.

The June police reports and time sheets were submitted for review. No action taken. Mayor Burns informed the council that he witnessed two small children riding on the back of a golf cart or ATV in an unsafe

manner. He did contact the police department and they would look into the incident and enforce any such acts when observed.

The next regular meeting will be on Monday July 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 Vick. All voted in favor and the motion was declared carried to adjourn at 8:15 p.m.

Robert H. Burns

Ted A. Schoonover
Clerk-Administrator