Agenda
Regular Meeting of the City Council
Monday, January 14, 2008

I. Call to Order
   A. 7:00 p.m. in the Council Room, City Hall.

II. Roll Call
   A. Members present:

   B. Members absent:

   C. Consultants and City Staff present:

   D. Visitors present:

III. Consent Agenda
   A. Minutes of Past Meetings: Consideration for approval of the minutes of the Regular Meeting held Monday, December 10, 2007, the Special Meeting held December 17, 2007, and Special Meeting held January 3, 2008, as presented.
   Addendum #1

   B. Security Deposit Interest: Minnesota Statute 325E.02 (b) requires a specified rate for security deposits by utility companies. The rate established by the state legislature for 2008 is 3.3%. History of recent rates are: 2007 – 5%, 2006 – 4.4%, 2005 – 2.5%.

   C. Pass Through Contribution: To accept a contribution from the Caledonia Fire Relief Association Gambling Account to be passed on to the Care and Share Program in the amount of $500. Reference check #1310, December 18, 2007.

   D. Minnesota Lawful Gambling: Consideration for approval of an Application for Exempt Permit, submitted by Knights of Columbus Council 1198, proposing to conduct a gambling event at the Caledonia High School, 825 North Warrior Avenue, on March 15, 2008, for a raffle, including a request to waiver the waiting period.

   E. Workshop: I request authorization for Roger Schmitz and myself to attend a Conservation Improvement Seminar for Municipal and Rural Cooperative Utilities

at the Rochester International Event Center on January 17. There is no registration fee. Addendum #2

F. Caledonia Area Chamber of Commerce: For the past few years, understanding that the State of Minnesota Auditors Officer declares municipalities have no authorization to take out memberships in Chamber's of Commerce, the City has donated $675 to the Chamber for the purpose of tourism advertisement. Does the Council wish to do the same this year? Addendum #2

G. Ambulance Attendant: Director Mike Tornstrom recommends appointment of Nathan Speltz as an Ambulance Attendant for the Caledonia department.

H. 2008 Meter School: Consideration to authorize electric department staff to attend the 2008 Meter School at the MMUA Training Center in Marshall, MN, from February 19 – February 21, authorizing also accommodations at a hotel and reimbursement of expenses including mileage for a personal vehicle. Addendum #4

I. MMUA Winter School: Consideration to authorize Matt Blocker to attend the MMUA Winter School to be held January 15 – 17, 2008, at the MMUA Training Center in Marshall. Registration Fee is $400 and expenses will include hotel stays, reimbursement of miscellaneous expense such as meals and in the event a private vehicle is used mileage reimbursement. Addendum #5

J. Beer License: To approve a 1 day Beer License for January 25, 2008 for Caledonia Founder's Days to conduct On-Sale of 3.2 Malt Liquor at the City of Caledonia Auditorium.

K. Authorizing Resolution: Consideration of authorizing a Resolution to enable Officer Allan Johnson to sign an application for a grant on behalf of the City of Caledonia. Addendum #6

L.

M.

Council Action:

IV. Visitors and Communications

A. Electric Department Improvement Bids: Tom Nigon, P.E., PowerPlus Engineering, will present bids received and open at 6:00 p.m. to the City Council for consideration for award.

Council Action:

B. Fire Relief Association: Bob Lemke, Assistant Gambling Manager, will present a report on the gambling activities of the Relief Association.

Council Action:

C. Administrative Coordinator

1. Contractor's Estimate: Enclosed is an estimate from Colsch Building Specialists for work performed on the Electric Department garage, requesting a payment amount of $23,549.42. Addendum #7

Council Action:

2. Street Department Equipment: Mr. Gerardy will review purchase data and cost estimates for a new street sweeper.

Council Action:

3. Street Department Equipment: Mr. Gerardy will provide information to the Council on the proposed purchase of a truck chassis for which the currently owned water tank will be installed.

Council Action:

4. New City Hall Heating System: Mr. Gerardy reports that the new heating system is in operation as of 1-7-08 and will present further details at the meeting.

Council Action:

5. Tri-County Energy Audit: Mr. Gerardy will present information from a Tri-County Energy Audit, including consideration for replacement of lighting fixtures.

Council Action:

6. Light Fixture Survey: To be presented at the meeting.

Council Action:

7. Tree Program: To be presented at the meeting.

Council Action:

C. Small Cities Development Program: Michelle Vrieze, Southeastern Minnesota Development Corporation, will inform the Council of the plan to apply for a Small Cities Development Program Grant and its uses. Addendum #8

Council Action:

D.

E.

F. Communications
1. The Wheel, January 2008. Addendum #9

V. Claims
A. Prepaid Claims: Consideration of the Prepaid Claims for December 2007. Addendum #10

Council Action:

B. Claims Payable: Consideration of the Claims Payable for December 2007 and authorization to make payment. Addendum #11

Council Action:

VI. Old Business

A. Criminal Justice Center: A Council Committee has had meetings with County Commissioners and Attorneys for each governmental entity. There have now been a few letters exchanged between the Attorneys indicating possible changes the City of Caledonia would implement in its industrial district permitted use and conditional use restrictions. Further discussions are planned.

B.

C.

VII. New Business

A. Agreement for Journey Lineman: I will attempt to have the draft agreement completed in time for the meeting that the Council may review the draft for final adoption.

Council Action:

B. Rental and Other Rates: The Council is requested to adopt the revised rates for rental equipment and other purposes for calendar year 2008, per Addendum #12.

Council Action:

C. Auditorium Use: The coaches who volunteer to help out 4th Grade students with basketball in the City Auditorium have asked for permission again this year to use the facility on Mondays, Wednesdays and Fridays from now through the end of February each day from 3:30 to 5:00 p.m. They also request authorization to use it for games on Saturday mornings. They have indicated that they may be able to pay up to $50 per month as a stipend to the city for expenses such as lighting on the gymnasium floor.

Council Action:

D. Minnesota Sales Tax: I will explain Addendum #13 at the Council Meeting. We recently had a Minnesota Sales Tax Audit and among the items which the auditor found was the payment of lighting by residential and commercial customers which he states should have been subject to the Minnesota Sales Tax. All things considered for the period from July 1, 2004 through November 30, 2007, he calculates the City of Caledonia owes an additional $9,049.30 of Sales Tax with

an accumulated $1,049.25 worth of interest for a total payment due of $10,098.55. Addendum #13

Council Action:

E. Annual Appointments: Enclosed is the list of annual appointments. Typically the law states that the Mayor may make these appointments with the consent of the Council. Addendum #14

Council Action:

VIII. Clerk's Report

A. Summer Program: Enclosed is data on the number of hours of employment for athletic field coaches and swimming pool lifeguards. Addendum #15

B. SMLM: Do any Council Members wish to attend the meeting of the Southeast Minnesota League of Municipalities meeting on January 30 at Pine Island? Addendum #16

C. Employee Time Record: Enclosed is the Employee Time Record for pay period December 3 – 16, 2007. Addendum #17

D. LMC Insurance Dividend: Enclosed is the League of Minnesota Insurance Dividend which we received on or about December 10 in the amount of $12,262 and an explanation of how the dividend is calculated as well as a history of the dividend received from 1998-2007. Addendum #18

E. Police Department Activities: Enclosed are the Officer Activity List and Officer Activity Summary for December 2007. Addendum #19 & #20

F. Employee Time Record: Enclosed is the Employee Time Record for pay period December 17 – 30, 2007. Addendum #21

G. Mercury Minimization Plan: Enclosed is an e-mail from Michael Davy, Davy Engineering and an instruction sheet for requirements to complete a Mercury Minimization Plan by May 2008. Mr. Davy will assist Tony Klug in completing that plan. Addendum #22

H. Annual Blowout Invitation: Friday, January 18, 2008, social hour at 6:00 p.m. in the Caledonia City Auditorium Basement. Addendum #23

I. Discharge Monitoring Report Form: Enclosed is the Discharge Monitoring Report Form for the month of December 2007, showing a Total Average Nitrogen Level of 2.64 mg/l. Addendum #24

J. Meeting with Dennis Gavin: The City is holding a meeting with Dennis Gavin at 8:30 a.m., Wednesday, January 16, in the Council Room, City Hall. The meeting is to discuss the possibility of Mr. Gavin installing a pretreatment plant and whether or not that would be a worthwhile endeavor. Michael Davy will attend the meeting to advise Mr. Gavin and the City. If any Council Members wish to attend you are more than welcome.

IX. Miscellaneous Items

A.

B.

C.

X. Adjournment