REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, February 8, 2010

CALL TO ORDER: Following due call and notice thereof, Member Vick called the meeting to order at 6:01 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Council Members: Randi Vick, Peggy Perry, Robert Lemke (6:06 p.m.) and Tom Murphy. Members absent: Mayor Robert H. Burns. Consultants and City staff present: Mike Gerardy. Visitors present: None.

AGENDA APPROVAL: Interim Clerk Gerardy requested the following items be added to the Agenda; Annual Fire District Minutes, League of MN Cities Friday Fax, Conference attendance for Tony Klug and the ARMER Radio system. A motion was made by Member Murphy, seconded by Member Perry, to add the above mentioned items to the Agenda. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA: A motion was made by Member Murphy, seconded by Member Perry to approve the Consent Agenda items, listed below. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, January 25, 2010, as presented.

VISITORS AND COMMUNICATIONS
A. HOUSTON COUNTY JUSTICE CENTER: No representatives were present from Houston County. Interim Clerk Gerardy explained that he spoke with City Attorney Tim Murphy and he thought an agreement could be reached in regards to their request. He stated one option was to do an addendum to the conditional use permit that was granted to them. No action was taken at this time, as Houston County Representatives will be at the February 22nd Council Meeting.

CLAIMS
A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Member Perry, to approve the Prepaid Claims List for January 2010. All members present voted in favor and the motion was declared carried.

Airgas North Central	Oxygen/Acetylene	82.16
Baker & Taylor Books	Library Books	253.06
Banyon Data Systems	Utility Billing Support	780.60
Collins Brothers, Inc.	Liquor Store	67.42
EBSCO Subscriptions	Magazine Subscriptions	56.18
Fast & City, Lisa	Meter Deposit Refund	125.34
G & F Distributing	Beer	30.00
Houston County Highway Dept.	Scheiber Address Sign	44.43
Jackson & City, Christina	Meter Deposit Refund	125.53
Kennedy & Graven	Legal Services	3,050.20
Midwest Tape	Library DVD (s)	47.23
Minnesota Energy Resources	Natural Gas	7,218.89
Minnesota UC Fund	Liquor – Unemployment Steele	50.24
Pratt & City, Katie	Meter Deposit Refund	125.27
River Valley Newspaper Group	Library – one year subscription	144.00
Schott Distributing Co, Inc.	Beer	8,620.60
SE Libraries Cooperating	Library Fees	417.42
SE MN Historic Bluff Country	Tourism	1,122.90
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	325.55
St. Mary Auto Body Shop	PD – Tow's	128.25
Stemper, James	2010 Uniform Allowance	29.00
Verizon Wireless	Communication Expense – Fire	43.95
Wirtz Beverage Minnesota	Liquor / Wine	5,028.45
A-1 Vacuum Sales & Service	Liquor Store – Vac Repair	22.99
Caledonia True Value	Repair Parts	196.61
Games People Play	Ambulance – Caps/Hats	370.00
Jack Neumann Trucking	Freight Expense – Liquor	72.00
Kraus Oil Co, Inc.	Unleaded	1,233.00
Northern Beverage Distribution	Beer	3,061.10

Parks & Trails Council of MN	Membership Fee	25.00
Reliance Business Forms, LLC	Forms W-2's	95.03
Schott Distributing Co, Inc.	Beer	2,981.50
Edwards Investments	Tif 2-2 Interest payment	2,423.89
K Properties	Tax Abatement	377.65
Schoeberl, Milton & Sharon	Tax Abatement	130.50
Sno Pac Foods Inc.	Tax Abatement	1,508.14
West Main Townhomes	TIF 2-1 Payment	5,555.30
Williams Spafford Group	TIF 1-1 Refund	911.41
Winona Controls	Tax Abatement	566.02
Witt Real Estate LLC	Tax Abatement	697.16
Hoscheit, Matt	FD – Uniforms	195.51
Jack Neumann Trucking	Liquor – Freight Expense	292.00
Johnson Brothers Liquor Co.	Liquor / Wine	6,941.67
Philips Wine & Spirits	Liquor / Wine	2,894.58
Spring Grove Soda Pop	Beer & Soft Drinks	87.44
US Bank NA	GO Water Refunding Bond	165,937.50
Affordable Technology Sol.	Tech Services	225.00
Eitzen State Bank	Certificate of Indebtedness	3,204.00
Geske, Dave	Arboviral Control Summer of 09	2,080.00
Winona Area Ambulance Ser.	Contracted Billing	1,462.00
Houston County Treasurer	Vehicle License Tabs	217.50
Commissioner of Revenue	State Withholding	1,258.19
Merchants Bank	Federal/FICA/Medicare	6,252.33
Midwest Tape	Library – DVD(s)	46.18
Pubic Emp. Retirement Assn.	Payday 1-26-10	5,618.70
Schott Distributing Co., Inc.	Beer	3,792.35
Spring Grove Soda Pop, Inc.	Beer	128.15
Tri-State Doors	Replace Two Sections of Door	550.00
Business Financial Planning	Cafeteria Plan Fees	738.85
City of Caledonia Emp. Assn.	Association Dues	65.00
D.S. Erickson & Associates	Garnish – Zehnder	584.00
Evans, Tim	Reimbursement – Course Tuition	300.00
Extreme Beverage, LLC	Liquor Store	67.00
Gavin, Mike	Animal Control	75.00
Houston County Treasurer	Ho. Co. Collection Site	3,340.00
ING Institutional Plan Services	payday 1-26-10	630.00
Jack Neumann Trucking	Liquor – Freight Expense	35.00
Minnesota NCPERS Life Ins.	Payday 1-26-10	64.00
MN Benefit Association	payday 1-26-10	126.84
MN Municipal Utilities Assn.	Registration Fee – Blocker & Evans	775.00
USA Mobility Wireless Inc.	Communication Expense	62.22
Verizon Wireless	Communication Expense	205.54
Wirtz Beverage Minnesota	Liquor / Wine	1,508.72
Ziebell's Hiawatha Foods, Inc.	Liquor – Mix	15.63
E O Johnson Company	Maintenance Agreement	101.00
Northern Beverage Distribution	Beer	3,177.05
Schott Distributing Co, Inc.	Beer	3,701.80
SE MN Historic Bluff Country	Tourism	620.35
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	91.30
US Postal Service	Utility Billing January 2010	319.48
VISA	Misc. Items	708.17
Richard's Sanitation	Collections – Recycling	5,974.00
MN Dept. of Revenue	Sales / Use Tax	17,494.00
CITI	Subpoena for Records	12.45
G & F Distributing	Beer	283.50
Jack Neumann Trucking	Liquor – Freight Expense	150.00
Johnson Brothers Liquor co.	Liquor / Wine	4,516.89
Ken's Small Engine	Tire Chains for 1420 & 1450	3,006.18
Ness, Paul	Assist w/Pay Equity Report	346.50
Philips Wine & Spirits Co.	Liquor / Wine	715.30
Tornstrom, Michael	Mileage Reimbursement & Other	50.00
Tri-county Electric Co-op	Electric Energy	92.25
Yahoo! Custodian of Records	Subpoena for Records	20.44
Buttell's Lighting	Bulbs	238.61
Commissioner of Revenue	State Withholding	138.37
Merchants Bank	Federal/FICA/Medicare	959.84

Public Emp. Retirement Assn.	Payday 2-2-10	582.66
Caledonia Oil Company	Diesel	1,383.70
Petty Cash	Replenish Petty Cash	80.54
Principal Life	Life/Ad&d/STD	565.37
Ace Link Telecommunications	Communication Expense	1,070.76
Affordable Technology Sol.	Office Supplies	1,377.57
Minnesota Energy Resources	Natural Gas	9,109.29
Schott Distributing Co, Inc.	Beer	4,141.95
Spring Grove Soda Pop, Inc.	Beer	226.85
Ziebell's Hiawatha Foods, Inc.	Liquor – Mix	22.62
		$ 319,198.66

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Member Murphy, to approve and authorize payment of the Claims Payable for January 2010. All members present voted in favor and the motion was declared carried.

AGT Battery Supply	FD – Batteries	383.71
Airgas North Central	Grinding Discs	27.81
Alco Discount Store	Misc. Items	17.08
Alex Air Apparatus	Fire Department	2,386.98
Artic Glacier Inc	Ice	26.32
Baker & Taylor Books	Library Books	797.29
Banyon Data Systems	Meter Device Interface	2,009.21
Bonanza Grain, Inc.	Ice Control	102.60
Bound Tree Medical	Ambulance Supplies	396.04
Caledonia Implement Co.	Plow Parts	29.80
Caledonia Lumber Co.	Misc. Supplies	39.34
Caledonia Oil Co.	PD Car Maintenance	662.38
Caledonia Ready Mix	Fill for Hydrant Replacement	651.94
Carquest Auto Parts	Misc. Items	112.25
Comstock Trucking	Fill Sand for Hydrant Replacement	144.00
Creative Product Sourcing	Dare Workbooks	108.97
Curt & Candy's Hardware Hank	Misc. Items	65.00
D S Electric Supply	Inventory	550.13
Dairyland Power Cooperative	Labor Wild Turkey Substation	1,480.00
Dalco	Ice Melt	212.08
Davy Engineering	Engineering Fees	1,651.39
Davy Laboratories	Lab, Level Meter	2,930.02
East Healthy Lost Weight	Library Book	19.70
ECM Publishers	Advertisements	195.22
Emergency Apparatus	Fire Department	65.06
Family Circle	Library Book	18.43
Galls, An Aramark Co.	PD – Remote Power Supply	205.79
Gopher State One-Call	Annual User Fee	104.35
Hawkins Inc.	Chemicals	1,442.89
Heiman Fire Equipment	Reflective Vest	17.95
Hoskins Electric	Door Buzzer Repair / heater	213.67
J P Cooke Co.	Stamps	62.75
Ken's Small Engine	Repair Parts	157.96
Metro Sales	Copier Agreement	40.38
Midland Telecom Inc.	Pager Repair	181.30
Midwest Tape	Library DVD(S)	163.33
Minnesota Pipe & Equipment	Repair Clamp	71.33
Mississippi Welders Supply	Oxygen	261.58
Municipal Emergency Service	Fire Dept. Gloves	361.34
Northern Safety Co., Inc.	Storage Bin System	554.79
PowerPlus Engineering	4 Year Plan	6,889.00
Reliance Business Forms, LLC	Window Envelopes	70.63
Richard's Sanitation	Refuse Disposal	151.63
Rippe, Hammell & Murphy	Prosecution Matters	2,133.00
Rodale	Library Books	79.88
Ronco Engineering Sales, Inc.	Skid Loader Parts	81.70
Sandry Fire Supply, LLC	Boots – FD	1,951.63
Schilling Supply Co.	Bags/Towels, Copy Paper	716.61
Schulze Plumbing & Heating	Water Main Break	585.00
SE Libraries Cooperating	Library Fees/Filtering	1,711.84

St. Joseph Equipment	Extended Warranty	1,508.00
St. Mary Auto Body Shop	Chief's Car Repairs	3,163.54
Stop Tech, LTD	PD – Stop Sticks	496.60
Storey Kenworthy	Office Supplies	160.70
Tri-County Electric Co-op	Electric Energy	173,842.46
United Auto Supply, Inc.	Street Supplies	111.85
United Laboratories	Cleaning Supplies	147.56
Wiebke Tire	Tire Repair	44.00
Winona Controls, Inc.	Test RPZ In Mech. Room	100.00
WWTP MPCA PFA Loan Fund	Loan Payment	3,500.00
		$ 216,367.79

NEW BUSINESS

A. SNO PAC FOODS: Interim Clerk Gerardy explained that Sno Pac Foods representatives had come into the Clerk's Office explaining that they would like to build a 10' x 20' roof extension over two compressors on their packaging building at 400 West Lincoln Street. Gerardy explained that he reviewed the request and determined that a Zoning Application did not need to be filled out. Therefore, the Council approved the construction by general consensus.

B. PAY EQUITY REPORT: Enclosed with the Agenda was the 2009 Pay Equity Report that was submitted to the State of Minnesota. Interim Clerk Gerardy reviewed the report with the Council explaining what each column represents. He informed the Council that this report is required to be submitted every three years to stay incompliance with the Minnesota State Standards. Following discussion, a motion was made by Member Vick, seconded by Member Perry, to approve the Pay Equity Report. All members present voted in favor and the motion was declared carried.

C. EDA BOARD APPOINTMENT: Interim Clerk Gerardy reported that the EDA Board recommends the appointment of Harley Meiners to a six year term. Appointment would take place at the March 10, 2010, meeting of the EDA. Following brief discussion, a motion was made by Member Perry, seconded by Member Murphy, to approve the appointment of Harley Meiners. All members present voted in favor and the motion was declared carried.

D. WASTE WATER CONFERENCE: Water / Waste Water Superintendent Tony Klug, requests permission to attend the 73rd Annual Water / Waste Water Operations Conference from March 24 – 26, 2010. The conference will be held in Brooklyn Park and the cost is $300 per person. Other expenses would include meals, mileage reimbursement and the like. Gerardy explained that Mr. Klug attends this conference yearly to keep up his continual education credits. Following brief discussion, a motion was made by Member Vick, seconded by Member Perry, to approve Mr. Klug's attendance at the conference. All members present voted in favor and the motion was declared carried.

E. ANNUAL FIRE DISTRICT MEETING MINUTES: Interim Clerk Gerardy distributed the Annual Fire District Meeting Minutes from January 21, 2010. He explained the revenue and expense sheets that were prepared by City Accountant Stephanie Mann, he also reviewed the sheet showing the breakdown of all calls the fire department responded to, whether they were rural, city, structural or car accidents. Following review and discussion, a motion was made by Member Vick, seconded by Lemke, to approve the minutes of the Annual Fire District Meeting. All members present voted in favor and the motion was declared carried.

F. ARMER RADIO SYSTEM: Interim Clerk Gerardy passed out and reviewed information that he received from the Houston County Sheriff's Office on the ARMER Radio System. He explained that a study was done in May of 2008 of the County wide two-way radio system to determine what needs to be accomplished to meet the federally mandated conversion to a narrow-banding radio system by January 1, 2013. He explained that he wanted to give the information to the Council now as Sheriff Doug Ely and Chief Deputy Scott Yeiter will be at the February 22nd Meeting to discuss this in much greater detail.

CLERK'S REPORT

A. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report showing a Total Average Monthly Nitrogen Level of 3.97 mg/l.

B. OUT OF OFFICE: Gerardy reminded the Council that he will be out of the office from February 12 – 20, 2010.

C. SPECIAL MEETING: Reminder that Richard Fursman, The Brimeyer Group will be here for the Special Meeting on February 9, 2010, to select the finalists for the City Clerk – Administrator Position.

D. FRIDAY FAX: Distributed at the meeting was the latest edition of the Friday Fax.

E. EMPLOYEE TIME RECORD: Distributed at the meeting was the Employee Time Record for pay period January 25 – February 7, 2010.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Vick and seconded by Member Perry. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 7:35 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, February 22, 2010, in the Council Room, City Hall.

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Robert H. Burns, Mayor

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Michael F. Gerardy
Interim City Clerk – Administrator

SPECIAL MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Tuesday, February 9, 2010

CALL TO ORDER: Following due call and notice thereof, Mayor Burns called the meeting to order at 5:06 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry, Robert Lemke and Tom Murphy. Members absent: None. Consultants and City staff present: Mike Gerardy and Richard Fursman. Visitors present: None.

BUSINESS ITEM
A. THE BRIMEYER GROUP, SELECTION OF CANDIDATES: Richard Fursman, President, The Brimeyer Group, presented to the Council the top ten finalists for the City Clerk – Administrator Position. Mr. Fursman led a review of each candidate with the Council. After discussion of all candidates the Council selected the top five to be interviewed by the Council on Friday, February 19 and Saturday, February 20, 2010. Two alternates were also selected, that way if any of the top five candidates were no longer interested we would still interview five. Mr. Fursman will complete the background investigates of the candidates selected. Discussion was also held on how to handle the interviews on the 19th and 20th along with other details pertaining to the candidates two day visit to Caledonia.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Vick and seconded by Member Perry. All members voted in favor, the motion was declared carried and the meeting then adjourned at 6:14 p.m.

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Robert H. Burns, Mayor

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Michael F. Gerardy
Interim City Clerk - Administrator