REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, May 10, 2010

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: Randi Vick, Peggy Perry, Robert Lemke, and Tom Murphy. Members absent: None. Consultants and City staff present: Jennifer Feely and Mike Gerardy. Visitors present: Thomas Dybing and Cindi Cresswell, Houston County Assessor's Office, Insurance Agent Tom Danielson, and Argus Reporter Charlie Warner.

BOARD OF REVIEW. Tom Dybing and Cindi Cresswell were in attendance on behalf of the Houston County Assessor's Office for the local board of appeal and equalization meeting. Dybing reviewed a 28 page booklet entitled, "Houston County 2010 Local Board of Appeal and Equalization for the Cities and Townships". There were no citizens in attendance and no contests of property valuations made. The Board of Review hearing ended at approximately 6:40 p.m.

AGENDA APPROVAL. A motion was made by Member Vick, seconded by Member Perry to approve the agenda. All members voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Member Vick, seconded by Member Perry to approve the consent agenda. All members voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS. To approve the minutes of the Regular Meeting held Monday, April 26, 2010, as presented.

B. APPLICATION FOR EXEMPT PERMIT. A motion was made by Mayor Burns, seconded by Member Lemke to approve a Charitable Gambling Exempt Permit for the Caledonia Rod and Gun Club and Knights of Columbus Council 1198. All members voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS.
A. TOM DANIELSON, CITY INSURANCE AGENT. Tom Danielson shared with the council that the League of Minnesota Cities is strongly encouraging cities to require lease agreements which include proof of insurance from organizations and individuals using city facilities. Danielson recommended that the Caledonia Ambulance take out a policy to cover such events as its annual Chicken-Q and 5K event. Discussion ensued as to whether the Caledonia Ambulance was covered under the City's umbrella policy. According to Danielson, since the Caledonia Ambulance has 501(C)(3) status and because the money goes back into an account separate from the City, the Caledonia Ambulance should purchase a policy to cover the event as they wouldn't be covered under the City's policy. Mike Tornstrom, Ambulance Director, asked if the event would be covered if the City co-sponsored the event. Danielson stated that City coverage would only be afforded if there were 100% control by the City. After a lengthy discussion, the council agreed with Danielson's recommendation. Mayor Burns wrapped up by directing City Clerk/Administrator Feely to research how many other cities have lease agreements in place and require individuals and/or organizations using city facilities to provide proof of liability insurance.

B. ADMINISTRATIVE COORDINATOR TOPICES.

1. CITY VEHICLE UPDATE. Administrative Coordinator Mike Gerardy and City Electrician Matt Blocker were in attendance to provide an update as to the progress made in researching purchasing a used vehicle. A motion was made by Mayor Burns, seconded by Member Perry to authorize the solicitation of quotes from the two local car dealerships in town for a 6 cylinder "stow and go" van with a basic package and 60,000 or less miles. Gerardy asked about competitive bidding requirements. Mayor Burns stated that the purchase of the van should be below the threshold to which competitive bidding requirements apply. All members voted in favor and the motion was declared carried.

2. CARPET UPDATE. Administrative Coordinator Mike Gerardy informed council that the quote for carpet cleaning came in much lower than anticipated. Gerardy asked if the council would also like to have the police department carpet cleaned. The consensus of the council was to only clean the carpet at City Hall and the Library. It was noted that Lappins Cleaning Service came in with the low quote at $650 to clean the carpet.

3. KINGSTON STREET PARKING – HOUSTON COUNTY JUSTICE CENTER CONSTRUCTION SITE. Administrative Coordinator Mike Gerardy stated that he has received calls from citizens who have been experiencing difficulty navigating around the new jail construction site. Discussion ensued. Mayor Burns and Member Murphy suggested implementing a two hour parking limit and painting yellow lines from the corner of the intersection and extending 20-25 feet. The consensus of the council agreed with the above-mentioned recommendation.

4. WATER/WASTEWATER OPERATOR TRAINING WAGE. Administrative Coordinator Mike Gerardy asked the council to consider paying the street employees at the water/wastewater operator's wage while performing weekend maintenance at the water/wastewater plant. The consensus of the council is that the employees will be compensated at their respective hourly overtime rate when conducting weekend maintenance for the water/wastewater department.

5. EMERALD ASH BORER (EAB). Member Murphy requested that discussion take place concerning the City's plan to deal with Emerald Ash Borer (EAB). Mayor Burns asked how quickly EAB travels. Administrative Coordinator Mike Gerardy stated that EAB travels approximately 3-4 miles per year. Member Murphy suggested the City look at grants available to assist in the removal of trees as when EAB hits Caledonia, there will be a lot of costs involved with removing diseased trees and it may be wise to remove trees incrementally so as to spread the cost over time. Gerardy stated that per his conversation with Valerie Green at the Department of Natural Resources, he couldn't see any point in accessing grant money at this time.

6. CALEDONIA MALL UPDATE. Administrative Coordinator Mike Gerardy stated that City officials recently toured the former elementary school building and cited various health and safety concerns. It was noted that the EDA will be discussing this issue at its upcoming meeting and will report back to the council at the May 24 meeting.

7. WEEKEND MAINTENANCE AT THE PARK. Administrative Coordinator Mike Gerardy shared with the council that Vern Goetzinger is interested in performing weekend maintenance at the park. Gerardy stated that the maximum time allotted for weekend maintenance would be three hours.

C. COMMUNICATIONS.

1. LMC Friday Faxes dated April 30, 2010 and May 7, 2010.
2. Southern Minnesota Initiative Foundation Letter dated May 7, 2010.

CLAIMS

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

US Postal Service	Postage Stamps	119.00
Caledonia True Value	Miscellaneous Items	248.33
League of MN Cities Ins. Trust	STP Claim – Gordon/Fruechte	1,000.00
Bubbers, Gary	Reimbursement – Meal @ Training	14.86
Commissioner of Revenue	State Withholding	1,378.03
E O Johnson Co.	Copier Machine – Clerk's Office	101.00
Franciscan Skemp	8 CPR Cards	40.00
Heuser, Chad	Reimbursement – Meal @ Training	15.12
ING Institutional Plan Ser.	TSA payday 4-20-10	630.00
Jack Neumann Trucking	Freight Expense	65.00
Jergenson, Debra	Reimbursement – WSI Course Fee	200.00
Johnson Brothers Liquor Co.	Liquor / Wine	1,040.94
Johnson, Allan	Reimbursement – Meal @ Training	14.86
Merchants Bank	Federal/Fica/Medicare	6,827.91
Metro Sales Inc	PD Copier Agreement	80.23
Nelson, Robert	Consulting Fee	60.00
Northern Beverage Distribution	Beer	1,222.25
Public Emp. Retirement Assn.	Payday 4-20-10	5,285.21
Rogich, Mike	Tree Removal	800.00
Schott Distributing Co, Inc.	Beer	3,044.35
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	219.10
Uncle John's Specialty Foods	Liquor Store – Drinks	55.00
US Bank NA	Sewer Revenue Bonds	750.00
Wirtz Beverage Minnesota	Liquor / Wine	2,013.00
Business Financial Planning	Cafeteria Plan	639.85
City of Caledonia Emp. Assn.	Association Dues	65.00
D. S. Erickson & Associates	Garnish/Zehnder	504.07
Minnesota NCPERS Life Ins.	Payday 4-20-10	64.00
MN Benefit Association	payday 4-20-10	126.84
Franciscan Skemp Healthcare	Drug Screen	18.00
Minnesota UC Fund	Steele Unemployment	242.30
Printy Quik	Business Cards	85.50
Resco	Inventory	948.11
Tri-State Ambulance	Intercept Fee	250.00
G & F Distributing	Beer	452.50
Gerardy, Mike	Travel Expense – Training	85.00
Northern Beverage Distribution	Beer	2,461.05
Rommes, Mike	Rec Park Supplies	417.54
Schott Distributing Co, Inc.	Beer	4,541.35
SE MN Historic Bluff Country	Tourism	305.95
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	209.90
Winona Area Ambulance	Contracted Billing	790.00
WWTP MPCA Loan Payment	April 2010	3,500.00
Gavin, Mike	Animal Control	75.00

Houston County Treasurer	Ho Co. Collection Site	3,340.00
Jack Neumann Trucking	Liquor – Freight Expense	65.00
Johnson Brothers Liquor Co.	Liquor / Wine	1,284.67
Philips Wine & Spirits Co.	Liquor / Wine	1,162.60
South Central College	Safety & Health Training	889.33
USA Mobility Wireless	Communication Expense	45.37
Verizon Wireless	Communication Expense	205.92
Ziebell's Hiawatha Foods, Inc.	Liquor – Mix	69.96
Lapham, Sharon	Reimbursement – Sidewalk Program	75.31
Printy Quik	Dare Programs	72.93
Resco	Inventory	53,657.30
Burns, Marla	Reimbursement – Summer Reading	68.74
Buttell's Lighting	Bulbs & Ballasts	207.23
Myhre Construction LLC	Grind & Clean Up Stumps	1,428.00
Superior Products	1 Glass Heated Door	1,079.44
VISA	Miscellaneous Items	1,343.38
Zehnder, Kurt	Reimbursement Travel Expense	4.97
Betz, Mary	Reimbursement – Class Expense	21.95
Campbell & City, Orville	Meter Deposit Refund	126.13
Coulee Region Softball	League Fee	40.00
Kaczynski & City, Darlene	Meter Deposit Refund	201.64
Kimmel & City, Amber	Meter Deposit Refund	126.13
Koudelka & City, Melissa	Meter Deposit Refund	126.13
Misum & City, Lynette	Meter Deposit Refund	125.13
MN Dept. Of Revenue	Sales/Use Tax	16,808.00
Northern Beverage Distribution	Beer	1,349.85
Pistono & City, Britney	Meter Deposit Refund	125.19
Principal Life	Life/Ad&d/std	595.37
Richard's Sanitation	Recycling	6,264.00
Schott Distributing Co., Inc.	Beer	4,177.37
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	157.30
United Parcel Service	Utility Billing Software	390.94
Alerus Financial	Research Labor	25.00
Business Financial Planning	Cafeteria Plan	639.85
Caledonia Oil Company	Unleaded	1,412.33
Caledonia Police Association	PD Association Dues	85.00
Commissioner of Revenue	State Withholding	1,472.12
Coulee Region Baseball League	League Fee	100.00
D.S. Erickson & Associates	Garnishment – Zehnder	408.90
Houston County Recorder	Recording Fee	46.00
ING Institutional Plan Services	Payday 5-4-10	630.00
Jack Neumann Trucking	Liquor – Freight Expense	35.00
Merchants Bank	Federal/Fica/Medicare	7,646.75
Meyer, Michael	Labor / Gas Spill	40.00
Paustis & Sons Wine Company	Liquor Store – Wine	332.35
Public Emp. Retirement Assn.	Payday 5-4-10	6,311.26
Wirtz Beverage Minnesota	Liquor / Wine	1,508.77
Tri-County Electric Co-op	Electric Energy	88.61
Ace Link Telecommunications	Communication Expense	1,079.63
Blue Cross Blue Shield of MN	Health Insurance	26,624.00
G & F Distributing	Beer	95.50
Northern Beverage Distribution	Beer	1,382.50

Pepsi Cola of LaCrosse	Soft Drinks – Liquor Store	92.50
Schott Distributing Co., Inc.	Beer	3,259.40
Secretary of State	Ambulance – Cont. Statement	20.00
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	176.40
Tri-County Electric Co-op	Locate URD Fault	160.00
Ziebell's Hiawatha Foods Inc.	Mix	38.64
Merchant's Bank	ACH Fee May 2010	23.86
Minnesota Energy Resources	Natural Gas	2,054.15
		$ 192,441.94

B. CLAIMS PAYABLE. Following review, discussion, and deliberation, a motion was made by Mayor Burns, seconded by Member Lemke, to approve and authorize payment of the Claims Payable for May, 2010. All members voted in favor and the motion was declared carried.

Abdo-spotlight-magic wagon	Library Book	22.95
Affordable Technology Sol.	Office Supplies/Tech Services	912.22
Airgas North Central	Oxygen / Acetylene	146.49
Artic Glacier Inc.	Ice	117.59
Baker & Taylor Books	Library Books	524.98
Bonanza Grain, Inc.	Park Areas	431.40
Border States Electric	Charger for Locator	144.33
Bound Tree Medical	Ambulance Supplies	674.58
Brimeyer Group, LLC	Recruitment Services	190.00
Caledonia Implement Co.	Culvert Railings / Paint	176.04
Caledonia Oil Co.	PD Squad Car Maintenance	776.54
Carquest Auto Parts	Sludge Hauler Parts / Misc. Parts	123.68
Communications Service Inc.	Battery Charger / Pager Repairs	412.02
Creative Product Sourcing, Inc.	Dare Program T-Shirts	267.30
Crystal Canyon	Drinking Water	27.02
Curt & Candy's Hardware	Miscellaneous Supplies	161.02
Davy Engineering	Engineering Fees	199.78
Davy Laboratories	Lab	1,942.10
Demco	Book Jackets/Labels	182.04
ECM Publishers, Inc.	Advertisements	491.72
Express Pressure Washers	Touch Free Soap	53.38
Fastenal Co.	Storm Sewer – Railing Exp.	55.20
Gopher State One-Call, Inc.	81 Location Notifications	114.55
Green Power Equipment	Repair Parts/Grease/Labor	593.28
Hawkins, Inc.	Chemicals	1,060.00
Hoskins Electric Co.	Work at City Hall/Liquor Store	1,518.45
Houston Co. Highway Dept.	Maintenance Salt	3,459.91
In The Swim	Chemicals / Paint	1,497.78
Jack Neumann Trucking	Freight Expense	153.00
Johnson Brothers Liquor Co.	Liquor / Wine	4,336.30
Ken's Small Engine	Gator Parts/Repairs/Mower Blade	66.33
Kraus Oil Co., Inc.	Diesel Fuel	1,485.50
Kwik Trip Stores	Dare Program Supplies	14.36
Laser Product Technologies	Print Cartridges	394.54
Mathy Construction Co.	Maintenance Materials	318.33
Menard's	Ambulance & Ball Park	103.27
Midwest Tape	Library DVDs	166.88
Minnesota Revenue	WQ Annual Permit Fee	1,450.00

Mississippi Welders Supply	Oxygen	181.56
Municipal Pipe Tool Co, Inc.	TV Inspection of Sanitary Sewer	522.00
Phillips Wine & Spirits Co.	Liquor / Wine	699.21
Power Plus Engineering	4 Year Plan	2,189.00
Racom Corporation	Service Labor – Amb & PD	162.50
Resco	Inventory	32,597.92
Richard's Sanitation	Refuse Disposal – April	151.63
Rippe, Hammell & Murphy	General & Prosecution Matters	3,057.75
Schilling Supply Company	Copy Paper / Towels	359.56
Schulze Plumbing & Heating	Boiler Repair	68.00
SE Libraries Cooperating	Barcodes/Patron Cards/Auto Fees	432.24
St. Mary Auto Body Shop	Paint Culvert Railings	75.00
Storey Kenworthy	Laminating Pouches	23.62
T & R Electric	Inventory	8,131.05
Tri-County Electric Co-op	Electric Energy	128,960.52
United Auto Supply, Inc.	Miscellaneous Items	285.95
Verizon Wireless	Communication Expense	45.60
Wine Merchants	Liquor Store – Wine	190.50
Winona Controls, Inc.	Boiler Repair Parts	475.78
Witt's Pharmacy	Misc.	102.22
WWTP MPCA Loan	Loan Payment	3,500.00
Zarnoth Brush Works, Inc.	Broom Refill	209.48
Zep Manufacturing Co.	Cleaning Supplies	450.86
Ziebell's Hiawatha Foods, Inc.	Liquor – Soda/Mix	15.88
Tri-County Electric	Sewer – Replace Water Heater	320.63
		$ 208,024.30

OLD BUSINESS

A. CONCESSION STAND OPERATOR UPDATE. City Clerk/Administrator Feely stated that three parties have expressed an interest in running the Concession Stand at Veterans Memorial Field. It was also noted that the Park and Rec Committee will be conducting interviews on Wednesday, May 12. The Committee will make a recommendation to the City Council at its May 24 meeting.

NEW BUSINESS

A. FIRE DEPARTMENT ITEMS. Enclosed with the agenda was a list of member changes for the fire department. Also enclosed was a quote to replace turnout gear which was recently damaged during a fire call incident. Discussion ensued. No action was taken.

CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Enclosed with the agenda was the Employee Time Record for April 19, 2010-May 2, 2010.

B. DISCHARGE MONITORING REPORT. Enclosed with the agenda was the Discharge Monitoring Report for April, 2010, showing an average Nitrogen level of 7.63 mg/L.

C. PLANNED POWER OUTAGE NOTICE. Enclosed with the agenda was the planned power outage notice.

MISCELLANEOUS ITEMS

A. EMPLOYEES RESPONDING TO EMERGENCY CALLS DURING NORMAL WORKING HOURS. While reviewing employee time records, a question arose as to whether City employees responding to emergency calls during their normal working hours are being

compensated by two departments. Discussion ensued. City Clerk/Administrator Feely stated she will look into whether this is addressed in employee agreements and report back to the council at the upcoming meeting.

B. BRIMEYER INVOICE. Councilmembers questioned why the City received an invoice from the Brimeyer Group in regards to the recent on-boarding session when it was agreed that the service was included in the fees previously paid. City Clerk/Administrator Feely will look into the issue and report back at an upcoming meeting.

C. PERMIT TO SELL PRODUCE. A question arose as to whether the City's Code of Ordinances have any provisions regarding issuing permits to individuals selling produce or other items at farmers markets and so forth. City Clerk/Administrator Feely will look into the issue and report back at the upcoming meeting.

ADJOURNMENT. There being no further business to conduct, a motion to adjourn was made by Member Lemke, seconded by Member Vick. All members present voted in favor and the motion was declared carried. The meeting was adjourned at 9:33 p.m. The next regularly scheduled meeting of the City Council is scheduled for Monday, May 24, 2010 at 6:00 p.m. in the Council Room, City Hall.

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Robert H. Burns
Mayor

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Jennifer Feely
City Clerk/Administrator