

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, April 11, 2011

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, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely and Administrative Coordinator Mike Gerardy. Visitors present: Argus Reporter Charlie Warner.

BOARD OF REVIEW. Cindi Creswell was in attendance on behalf of the Houston County Assessor's Office for the local board of appeal and equalization meeting. Creswell reviewed a 26-page booklet entitled, "Houston County 2011 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 6:20 p.m.

AGENDA APPROVAL. A motion was made by Member Fisch, seconded by Mayor Burns, to approve the agenda as presented. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Member Fisch, seconded by Member Lemke, to approve the consent agenda. Voting in Favor: Burns, Fisch, Lemke, and Murphy. Voting Against: None. Abstaining: Vick. The motion was declared carried.

A. MINUTES OF PAST MEETINGS. To approve the minutes of the Regular Meeting held Monday, March 28, 2011, as presented.

VISITORS AND COMMUNICATIONS.

A. PUBLIC HEARING: ZONING PERMIT REQUEST. A public hearing was held to consider a zoning application submitted by Bonanza Grain, 404 Whose Lane, to construct a 38'x60' hoop building in a B-2 Highway Business District. The public hearing was opened at 6:23 p.m. Hearing no comments or concerns, the public hearing was closed at 6:25 p.m. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Fisch, to approve a zoning application from Bonanza Grain to construct a 38'x60' hoop building in a B-2 Highway Business District. All members present voted in favor and the motion was declared carried.

B. ELSIE VESTERSE: ELSIE'S BAR AND GRILL ELECTRIC UTILITY REQUEST. Elsie Vesterse, owner of Elsie's Bar and Grill, was present to request the Council's consideration in setting up another payment plan to avoid disconnection of her electric utility due to non-payment. Vesterse stated that she would like to claim a hardship of some sort as there is no way she can come up with the money. Further, Vesterse stated that if she closes her doors, they will not likely reopen. Vesterse went on to note that she is living in the upstairs apartments and needs electricity. Mayor Burns stated that the Enterprise Committee, comprised of Member Lemke, Member Murphy, and City Clerk/Administrator Feely, would meet with Vesterse the following day to devise another payment plan. Feely stated a concern with setting a precedent and noted that allowing payments to stretch out over a long period of time results in a disservice to the

utility customer as it is very difficult to catch up. Feely went on to note that any delinquent charges as of November 15, 2011 will be certified for collection with property taxes and that it is in the utility customer's best interest to make frequent payments. Discussion ensued. The consensus was for Lemke, Murphy, and Feely to meet with Vesterse the following day and report back to the Council that evening at the Special City Council meeting. No official action was taken.

C. SCOTT YEITER: UPDATE ON FY 2010 AFG AWARD AND 800 MHZ RADIOS.

Houston County Sheriff's Deputy Scott Yeiter was present, at the request of City Clerk/Administrator Feely, to provide an update as to the status of the FY 2010 County-Wide Communications Grant. Yeiter stated that it has always been the plan for the County to pay the 5% applicant share portion of the grant. Yeiter went on to note that the cities in Houston County will be responsible for financing their respective radio replacements, and that the City only needs to track the original radios issued. A question arose as to the radios for public works employees. Yeiter replied that the public works radios will come later as the County is still working on funding for such radios. Yeiter stated that due to an incentive pricing through Motorola, there would be unused money. It was further noted that the incentive pricing went through March 31, 2011, however, an extension was granted. Yeiter explained that a request will be placed with AFG to see if it will be possible to allocate the unused money towards the tower installation. Regardless, it was noted that the County will be responsible for install costs. Yeiter stated that 127 portable radios, 59 mobile, 7 desktop, and 221 pagers would be purchased using the FY 2010 AFG award. It was noted that the antenna on the City's water tower will remain, as it is used for paging the ambulance. Member Murphy questioned why the unused money wouldn't come back to the City as the City is the designated grant administrator. Yeiter replied that there are limited eligible expenses that this money can be used for. Member Vick inquired as to the lifetime of a radio. Yeiter stated that it depends on use; however, in most cases, the radios will last 7-10 years. Member Lemke asked Yeiter if the radios would work in the jail. Yeiter stated that the radios should work in the jail by September-October, when the dispatch center is scheduled to open. Mayor Burns stated that the City should send letters annually to the other fire departments in the County for inventory purposes and that a letter of understanding should be generated. Discussion ensued. No action was taken.

D. EAGLE SCOUTS. Eagle Scout Leader Mike Jergenson was present with his group of Eagle Scouts to attend a portion of the City Council meeting. Tim Murphy was also present and explained that the Eagle Scouts may be able to undertake a project involving plantings and green space in conjunction with the proposed pool project. Discussion also ensued regarding the Eagle Scouts helping out with painting the dugouts at the ball park.

E. ADMINISTRATIVE COORDINATOR TOPICS.

1. MANDATORY SAFETY TRAINING FOR CITY EMPLOYEES.

Administrative Coordinator Gerardy shared that the annual mandatory safety training was scheduled for Wednesday, April 27. Gerardy went on to note that last year CPR was held and that this year the training will focus on first aid. Member Fisch inquired as to whether the training could be done on-line. City Clerk/Administrator Feely stated that she will check with the City's Loss Control Consultant to see if the City has free access to the First Net Learning training site. Gerardy noted that safety training is mandatory and that the training held in the City Auditorium is far cheaper than if the City were to participate in a Safety Program through MMUA or the LMC. Member Murphy inquired as to overtime for employees on that day. Feely stated that she plans to send the clerical staff home at 4:30 p.m. so as to avoid overtime since the training starts at 7:30 a.m. Feely went on to note that she will stay until 5:00 p.m. and close the office. It was further noted that no other departments would need to incur compensatory time or overtime for time spent at the safety training.

2. ADDITIONAL DUMP SITE ATTENDANT. A motion was made by Mayor Burns, seconded by Member Fisch, to hire Don Strabley as an additional dump site attendant at an hourly rate of \$8.50. All members present voted in favor and the motion was declared carried.

F. COMMUNICATIONS.

1. None.

CLAIMS

A. PREPAID CLAIMS. Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Mayor Burns, to approve the Prepaid Claims List for March 2011. All members present voted in favor and the motion was declared carried.

SE MN Fire Dept. Assn.	FD – Membership Dues	50.00
Tri-County Firefighters Assn.	Fire Department – 2011 Dues	50.00
Galls, An Aramark Co.	PD – Uniforms (Heuser)	45.28
Baker & Taylor Books	Library Books	372.67
Caledonia Vol. Fire Dept.	FD Relief – Reimbursement	1,000.00
Collins Brothers, Inc.	Liquor Store Inventory	51.40
Discount Magazine Service	Magazine Subscriptions	19.95
Evans, Tim	2011 Uniform Allowance	125.00
Gaylord Bros, Inc.	Library – Label Protectors	107.82
Ho. Co. Court Administration	Conciliation Court Filing Fee	65.00
Med Compass	Medical Exams – FD	1,820.00
Midwest Tape	Library – DVD(s)	88.96
Oxmoor House	Library – Book	26.91
Schott Distributing Co., Inc.	Liquor Store Inventory	3,308.35
SE Libraries Cooperating	Library – Auto Fees	386.42
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	98.05
Business Financial Planning	Cafeteria Plan	396.91
City of Caledonia Emp. Assn.	Association Dues	70.00
Collins Brothers, Inc.	Liquor Store Inventory	8.63
Commissioner of Revenue	State Withholding	1,329.80
First Signs of Fire	FD – Equipment Markers	294.50
ING Institutional Plan Services	TSA – Payday 3-22-11	580.00
Jack Neumann Trucking	Liquor – Freight Expense	40.00
Merchants Bank	Federal/FICA/Medicare	6,500.84
Metro Sales, Inc.	PD – Copier Agreement	52.25
Minnesota NCPERS Insurance	Payday 3-22-11	80.00
MN Benefit Association	Payday 3-22-11	108.91
MN Fire Service Cert. Board	Recert Mike Meiners	20.00
Public Emp. Retirement Assn.	PERA Payday 3-22-11	5,594.26
Stemper, James	PD – Travel Expense	15.12
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Wirtz Beverage Minnesota	Liquor Store Inventory	1,965.88
Zenke Auction & Realty, Inc.	Ditch Witch FX30 Vacuum	11,751.75
Caledonia Conv. & Tourism	Tourism	662.15
Caledonia Vol. Fire Dept.	Relief Association	600.00
Everett & Vanderwiel, PLLP	Labor / Services	2,090.00
Gavin, Mike	Animal Control	75.00
Houston Co. Treasurer	Ho. Co. Collection Site	3,342.50

Northern Beverage Distribution	Liquor Store Inventory	2,083.55
Schott Distributing Co, Inc.	Liquor Store Inventory	3,941.65
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	129.60
Tri-State Ambulance Inc.	Intercept Fee's	500.00
Verizon Wireless	Ambulance – communication expense	60.44
Yahoo! Custodian of Records	Subpoena for Records	39.50
Ziebell's Hiawatha Foods	Liquor Store – Inventory	50.63
Phillips Wine & Spirits	Liquor Store Inventory	0.00
Sam's Club	Membership Renewal	184.63
Tri-State Ambulance Inc.	Intercept Fee	250.00
Verizon Wireless	PD – Communication Expense	106.25
Comm & Econ Dev. Assoc.	EDA Services – 2 nd Quarter	8,778.00
Commissioner of Revenue	State Withholding	10.03
Houston Co. Recorder	Recording Fee – Rogich	46.00
Jack Neumann Trucking	Liquor – Freight Expense	118.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	1,904.10
Merchants Bank	Federal/FICA/Medicare	311.59
Northern Beverage Distribution	Liquor Store Inventory	2,614.10
Philips Wine & Spirits	Liquor Store Inventory	1,594.49
Public Emp. Retirement Assn.	PERA payday 3-29-11	225.00
USA Mobility Wireless	Communication Expense	45.40
Ballantine, Andrew	Ambulance – Reimbursement	37.40
Caledonia Oil, Co.	Unleaded	1,877.04
Heuser, Chad	PD – Travel Expense	54.15
Johnson, Allan	PD – Meal Reimbursement	14.74
MN Dept. of Revenue	Sales/Use Tax	18,144.00
Richard's Sanitation	Recycling – Collections	6,201.00
Schott Distributing Co, Inc.	Liquor Store Inventory	5,186.45
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	57.95
United Parcel Service	Ups Fee	48.69
VISA	Travel Expense, Snowbrush, Memory Card	69.48
Commissioner of Revenue	State Withholding	203.21
Heuser, Chad	PD – Meal Reimbursement	17.43
Merchants Bank	Federal/FICA/Medicare	1,229.85
Public Emp. Retirement Assn.	PERA Payday 4-1-11	786.06
Commissioner of Revenue	State Withholding	1,288.79
Merchants Bank	Federal/FICA/Medicare	6,373.42
Ace Link Telecommunications	Communication Expense	1,101.48
Business Financial Planning	Cafeteria Plan	396.91
Caledonia Police Association	PD Association Dues	75.00
ING Institutional Plan Services	TSA Payday 4-5-11	580.00
Jack Neumann Trucking	Liquor – freight expense	36.00
Principal Life	Life/Ad&d/STD	563.34
Public Emp. Retirement Assn.	PERA Payday 4-5-11	5,479.20
Wirtz Beverage Minnesota	Liquor Store Inventory	1,717.85
Blue Cross Blue Shield of MN	Health Insurance	<u>26,097.00</u>
		\$ 144,019.56

B. CLAIMS PAYABLE. Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Mayor Burns, to approve the Claims Payable List for March 2011. All members present voted in favor and the motion was declared carried.

Ability Building Center	Bags of Rags	50.00
Affordable Technology Sol.	Office Supplies	1,343.72
Airgas North Central	Oxygen/Acetylene	97.07
Artic Glacier Inc.	Ice	71.39
Baker & Taylor Books	Library – Books	223.32
Battery Products Inc.	Batteries	141.01
Becker & Stemper Electric	Install Outlets	149.36
Bell Lumber & Pole Co.	Inventory	11,668.61
Bellboy Corporation	Liquor Store – Supplies	163.52
Bonanza Grain, Inc.	Materials for Water Main Break	197.99
Business Financial Planning	Flex Plan – Administration Fees	81.00
Buttell’s Lighting	Bulbs	143.96
Caledonia Implement	Materials for Repairs	240.93
Clarey’s Safety Equipment	Extinguisher Maintenance	396.40
Creative Product Sourcing	Dare Program Supplies	358.05
Crystal Canyon	Drinking Water	28.12
Curt & Candy’s Hardware Hank	Miscellaneous Items	69.41
D S Electric Supply	Inventory	213.85
Dakota Supply Group	Inventory	4,220.24
Dalco	Floor Polish, Can Liners, Blower Air Mover	269.70
Davy Engineering	Engineering Fees	29,534.12
Davy Laboratories	Lab	1,562.08
Duo-Safety Ladder Corp.	Parts for Tower 50	276.96
ECM Publishers Inc.	Advertisements	783.87
Ellingson Motors	Repair Part	31.34
Expert T Billing	Ambulance Billing	618.75
Fastenal Co.	Street – Parts	14.68
First Signs of Fire	FD – Equipment Markers	132.00
G & F Distributing	Liquor Store Inventory	491.60
Gopher State One-Call	3 Location Notifications	7.35
Green Power Equipment	Sweeper Parts	65.98
Hawkins Inc.	Chemicals	1,934.99
Hoskins Electric Co.	Lift Station, Circuit Repair, Sec. Light	677.95
Innovative Office Solutions	Office Supplies	20.52
Jack Neumann Trucking	Liquor – freight expense	114.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	2,330.57
Kraus Oil Company	Diesel	1,962.50
Lackore Electric Motor Repair	Sewer – Gear Box	1,422.58
Little Falls Machine, Inc.	Plow Parts	286.85
Mac Queen Equipment, Inc.	Sweeper Parts	257.57
Midwest Tape	Library – DVD(s)	219.16
Minnesota Energy Resources	Natural Gas	5,715.69
Minnesota UC Fund	Unemployment	183.66
Mississippi Welders Supply	Oxygen	41.75
Municipal Emergency Services	Pike Pole Repairs	371.38
My-Lor, Inc.	ID Tags	41.92
Northern Beverage Distribution	Liquor Store Inventory	5,501.25
Philips Wine & Spirits	Liquor Store Inventory	932.90
Positive Promotions Inc.	EMS Promotional Materials	277.91
Quillin’s IGA	Chief’s Meeting	61.65
RESCO	Inventory	130.51
Richard’s Sanitation	Refuse Disposal	194.81

Rippe, Hammell & Murphy	Prosecution & General Matters	3,617.75
Riverland Community College	Registration Fee	180.00
Sandry Fire Supply	Uniforms, Hose, 3 Axes	3,101.12
Schilling Supply Company	Copy Paper, Bags, Towels	518.28
Schott Distributing Co, Inc.	Liquor Store Inventory	1,590.86
Schulze Plumbing & Heating	Main Break	472.50
SE Libraries Cooperating	Auto Fees	386.42
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	86.60
Star Energy Services	2011 Project	4,676.45
T & R Service Company	PCB Analysis	570.00
Tri-County Electric Co-op	Electric Energy	156,331.57
Uncle John's Specialty Foods	Liquor Store Inventory	99.50
Uniforms Unlimited	PD – Uniforms	403.46
United Auto Supply	Miscellaneous Parts	58.97
Universal Truck Equipment	Bulbs	37.67
Verizon Wireless	Communication Expense	45.07
Wiebke Fur Company	Remington Repairs/Labor	21.37
Wiebke Tire	Street Equipment	40.00
Witt's Pharmacy – Caledonia	Ambulance Supplies	416.72
World Point, Inc.	Ambulance – Training Supplies	228.95
WWTP MPCA PFA Loan	Loan Fund	3,500.00
Ziebell's Hiawatha Foods	Can Liners, Inventory	134.86
		<u>134.86</u>
		\$ 252,844.62

OLD BUSINESS.

A. **MNWARN.** City Clerk/Administrator Feely stated that a copy of the MnWARN Mutual Aid agreement was attached with the agenda for the Council's review and approval. Discussion ensued regarding the equipment rental rate sheet. The consensus was that the employee with the highest hourly rate and benefits should be factored into the rate sheet so as to ensure that the City can recoup its costs involved with assisting another city. Member Murphy requested that a notation be made on the rate sheet indicating that the rates will increase as subject to the annual rate increase. A motion was made by Member Vick, seconded by Member Murphy, to approve the City's participation in MnWARN. Voting in Favor: Vick, Murphy, Fisch, and Lemke. Voting Against: Burns. The motion was declared carried.

NEW BUSINESS.

A. **ELECTRIC SAFETY PRESENTATIONS.** City Clerk/Administrator Feely shared that attached with the agenda was email correspondence received from PowerPlus Engineer Tom Nigon regarding providing two days of electric safety presentations at the local Elementary School, in addition to a presentation for the community at the City Auditorium during evening hours. Nigon noted that the only cost to the City would be to reimburse him for his mileage. The consensus of the Council was for Light Department employee Matt Blocker to leave work two hours early that day so as to avoid incurring overtime for time spent at the evening safety presentation. Member Murphy inquired as to whether the costs for mileage could be used in conjunction with the CIP program. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Vick, to approve reimbursing Tom Nigon for his mileage to travel to and from Caledonia. All members present voted in favor and the motion was declared carried.

B. **MINNESTOA DEPARTMENT OF HEALTH – CONSUMER CONFIDENCE REPORT.** City Clerk/Administrator Feely shared that attached with the agenda was a copy of the 2010 Consumer Confidence Report (CCR) from the Minnesota Department of Health (MDH). It was noted that all community water systems must distribute a drinking water report,

annually, to their customers before July 1. Feely noted that in the past, the City has complied with this requirement by publishing a copy of the entire CCR in the Caledonia Argus. It was further noted that the City paid \$625.75 in 2010 to publish the CCR in the newspaper. Feely stated that since the City now sends its utility bills in envelopes, it may be more economical to include a copy of the CCR with the utility mailings. Feely stated that in addition to the utility mailings, a copy would also be posted on the website and available at City Hall. It was noted that with approximately 1,600 utility customers, the cost of paper and ink involved constituted a sizeable cost-savings as opposed to publishing the report in the newspaper. A motion was made by Mayor Burns, seconded by Member Lemke, to approve mailing the CCR rather than printing it in the newspaper. All members present voted in favor and the motion was declared carried.

C. MMBA CONFERENCE REQUEST: LIQUOR STORE MANAGER. City Clerk/Administrator Feely shared that a request was received from Liquor Store Manager Patty Gavin to attend the 2011 Annual MMBA Conference that is scheduled to be held May 22-May 24 in Alexandria, Minnesota. It was noted that the cost to attend the conference, including lodging, is \$395.00. Discussion ensued. The consensus was that the reason the request would not be granted was because of the fact that Gavin recently attended the MMBA Boot Camp Training. A motion was made by Member Vick, seconded by Member Murphy, to deny the request. All members voted in favor and the motion was declared carried.

D. LABOR AGREEMENT BETWEEN CITY OF CALEDONIA AND ITS EMPLOYEE ASSOCIATION. City Clerk/Administrator Feely shared that attached with the agenda was a copy of the Labor Agreement between the City of Caledonia and its Employee Association. Feely went on to state that monogramming of uniforms was omitted from Section 12.35 of the labor agreement. In addition, language was added to Section 20.11 of said agreement regarding meal expense reimbursement. Feely noted that the Employee Association reviewed the changes and signed the agreement. Caledonia Employee Association President Matt Blocker was present at the meeting and said that when they approved the agreement with the meal reimbursement policy, they did so because they thought it applied to all employees. Blocker went on to state that when the prepaid invoices were reviewed, it was noted that the Police Association has submitted claims for reimbursement in excess of the meal reimbursement limits. Blocker continued by arguing that the Employee Association will keep this in mind when it comes time for negotiating health insurance. City Clerk/Administrator Feely stated that when the City approved the meal reimbursement policy, the intent was that it apply to all employees. Feely went on to explain that due to the fact that the Police Association agreement had already been signed when the meal reimbursement policy was approved, the policy could not be inserted into that agreement until negotiations begin for the next contract. Blocker replied that the employee association should not have to comply with the meal reimbursement policy since the Police Association doesn't have to. Feely asked Blocker why their agreement had to match that of the Police Association's. Mayor Burns stated that he does not like threats by the Employee Association and that if this is going to become an issue, then the City will take out the meal reimbursement language for now and revisit when the contract is up for renegotiation. Feely advised the Council against striking the meal reimbursement language and pointed out that the contract was signed with the knowledge that there was meal reimbursement language included. Feely went on to point out that the Employee Association agreement and Police Association agreement are separate agreements and negotiated separately. Blocker then stated that the contract has been signed and he's a man of his word. Mayor Burns stated that if it's an issue with the Employee Association, then the language will be removed from the agreement. Discussion ensued. The consensus of the Council was for Feely to remove the meal reimbursement language in the contract and send back to the Employee Association for their review and approval.

E. **ELECTRIC RATE STUDY.** City Clerk/Administrator Feely notified the Council that Ted Kjos with Tri County Electric recently stopped by City Hall to advise that the City will be receiving a letter in the near future regarding the 2011 rate increase. It was noted that Kjos indicated that the rate increase will likely be between four and four and a half percent. Feely went on to note that attached to the agenda was an estimate from PowerPlus Engineering regarding a rate and cost-of-service study. The City hired PowerPlus Engineering to perform a similar analysis in 2003 and 2006. The City ended up paying \$6,500 for the 2006 study. Member Fisch inquired as to whether the City could get the formula in a spreadsheet once the rate study is complete. Member Murphy stated that the City should be able to get the background information. The consensus was for Feely to contact PowerPlus Engineering before any action is taken. The issue will be revisited at the April 25 meeting.

F. **COOPERATIVE AGREEMENT BETWEEN CITY AND COUNTY.** City Clerk/Administrator Feely shared that attached with the agenda was a draft Cooperative Agreement between the City and County for the CSAH No. 5 Reconstruction Project located between the South Corporate Limits of Caledonia and the CR 249 Junction. Member Fisch stated that the City should watch out for unbalanced bids as this occurred with the West Main Street Project. The consensus is that this project will be completed in 2013. Discussion ensued regarding applying for Safe Routes to School funding in an effort to include sidewalks into this project. Feely noted that City Attorney Tim Murphy reviewed the agreement and recommended approval contingent upon the insertion of acceptable City/County percentages into the agreement. No official action was taken.

G. **MIPH GRANT TO CONDUCT ALCOHOL STINGS.** City Clerk/Administrator Feely shared that the Caledonia Police Department applied for and received a Minnesota Institute of Public Health (MIPH) Compliance Check Grant back in June 2010. It was noted that the following establishments failed the compliance check: Kraus Oil, Starlite Bowling Center, American Legion, and Elsie's Bar and Grill. It was further noted that the County Attorney's Office charged each of the employees/bartenders of the establishments who failed the compliance check were found guilty of a gross misdemeanor for furnishing alcohol to a minor and were charged with a \$400.00 fine. Feely stated that according to an email from City Attorney Tim Murphy, the City should provide notice to the owners of the establishments in which a violation occurred, alerting them to the fact that their license could be revoked if a future violation occurred. For purposes of providing background, Feely pointed out that the last time that the Caledonia Police Department applied for and was granted a MIPH grant was in 2007. It was further noted that no action was taken by the City against those establishments who failed the check back in 2007. Discussion ensued. Member Vick inquired as to what day of the week a license would be revoked. Mayor Burns stated that the first violation would result in the loss of their license on a Friday. Subsequent violations would result in the loss of a license on Saturday and so forth. Feely was directed to send a letter to all establishments, notifying them of the possible repercussions of compliance violations. A motion was made by Member Vick, seconded by Mayor Burns, to accept City Attorney Tim Murphy's recommendation that the City should provide notice to the owners of the establishments in which a violation occurred, alerting them to the fact that their license could be revoked if a future violation occurs. All members present voted in favor and the motion was declared carried.

H. **PICTURE-IT-PAINTED GRANT AWARD.** City Clerk/Administrator Feely stated that attached with the agenda was an award letter from Southern Minnesota Initiative Foundation (SMIF) for a Picture-It-Painted grant that she applied for and received. It was noted that the grant is in the form of free paint products. Feely stated that the application was submitted in an effort to beautify the dugouts and equipment building at the ball field. Feely went on to share that she will be attending a mandatory meeting at the SMIF Office in Owatonna on April 25 to

pick out paint products and fill out paperwork. Due to the fact that Feely will be in that area for the Easter Holiday, it was noted that she will donate the use of her vehicle to attend the meeting before traveling back to Caledonia. It was further noted that any time spent away from the office that morning would even out due to the hours that would be spent at the Council meeting that evening. Mayor Burns stated that he will pick up the paint products after they have been ordered. A motion was made by Mayor Burns, seconded by Member Vick, to accept the SMIF Picture-It-Painted grant. All members present voted in favor and the motion was declared carried.

I. DISCUSSION REGARDING ESTABLISHING A POLICY REGARDING ADJUSTING WORK SCHEDULES SO AS TO AVOID FORESEEABLE OVERTIME/COMPENSATORY TME ACCRUAL FOR ATTENDANCE AT CITY COUNCIL MEETINGS. Discussion took place regarding whether there was an interest to devise a policy in which employees would be asked to adjust work schedules so as to avoid incurring overtime for attendance at City Council meetings. Mayor Burns directed City Clerk/Administrator Feely to research the matter further and report back to the Council at an upcoming meeting.

J. SUNDAY LIQUOR SALES DISCUSSION. City Clerk/Administrator Feely distributed a list of reasons from Liquor Store Manager Patty Gavin as to why liquor sales on Sundays is not a good idea. Discussion ensued. The consensus was for City Clerk/Administrator Feely to send a letter to Representative Greg Davis and Senator Jeremy Miller, informing them of the City's position on the matter. A motion was made by Member Murphy, seconded by Mayor Burns, to oppose legislation supporting Sunday liquor sales. All members present voted in favor and the motion was declared carried.

K. WORKSHOP REQUEST: CITY CLERK/ADMINISTRATOR. City Clerk/Administrator Feely stated that in lieu of attending the entire League of Minnesota Cities (LMC) Annual Conference, she was requesting authorization to only attend a pre-conference workshop on Wednesday, June 15, from 9:00 a.m.-4:30 p.m. It was noted that the cost of the conference is \$100.00. A motion was made by Mayor Burns, seconded by Member Vick, to authorize Feely to attend a pre-conference LMC workshop at a cost of \$100.00. All members present voted in favor and the motion was declared carried.

CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Attached with the agenda was the Employee Time Record for Mar. 21, 2011 - April 3, 2011. A motion was made by Member Vick, seconded by Member Lemke, to approve the Employee Time Record for the period of March 21, 2011-April 3, 2011.

B. POLICE OFFICER ACTIVITY LIST. Attached with the agenda was the Police Officer Activity List for March 2011.

C. ANIMAL CONTROL ACTIVITY LIST. Attached with the agenda was the Animal Control Activity List for March 2011.

D. FRIDAY FAX FROM THE LEAGUE OF MINNESOTA CITIES. Attached with the agenda was a Friday Fax from the League of Minnesota Cities.

E. COMPETITIVE MDH GRANT APPLICATION. City Clerk/Administrator Feely shared that attached with the agenda was a copy of a grant application in which she submitted to the

Minnesota Department of Health in hopes of obtaining funding to seal the City's Well #4 and Well #5.

F. APRIL 2011 NEWSLETTER. City Clerk/Administrator Feely shared that attached with the agenda was the April 2011 newsletter.

G. CONCILIATION COURT DATE REGARDING WWTP FENCE. City Clerk/Administrator Feely shared that a conciliation court hearing has been scheduled for June 2, 2011 at 8:30 a.m. For purposes of providing background, it was noted that the conciliation court hearing is to recover damages as a result of the WWTP fence being hit by a vehicle.

H. CITY AUDIT. City Clerk/Administrator Feely shared that the City's annual audit is scheduled for the week of May 16, 2011.

I. APRIL 13 CHAMBER MEETING: KNOX BOX AND POOL PROJECT DISCUSSION. City Clerk/Administrator Feely shared that there would be a Chamber meeting on April 13 at the Four Seasons Center to discuss the Knox Box concept and promote the upcoming Community Meeting for the pool project.

J. RECAP OF LIQUOR STORE COMMITTEE MEETING. A report was provided by the Liquor Store Committee regarding a recent meeting involving Liquor Store Manager Patty Gavin, Councilmembers Lemke and Murphy, City Accountant Stephanie Mann, and City Clerk/Administrator Feely. It was noted that Liquor Store Manager Patty Gavin obtained another liquor store's policies and procedures in an effort to adopt a policy that fits Caledonia's needs. Discussion ensued regarding spot checks and other miscellaneous internal control items.

MISCELLANEOUS.

A. ONE-YEAR PERFORMANCE EVALUATION. City Clerk/Administrator Feely shared that she began working for the City on March 29, 2010 as its City Clerk/Administrator. Feely then distributed a list of projects that she has been working on over the past twelve months as well as a list of goals in which she would like to achieve in the coming months. Council briefly reviewed the handouts and the consensus was to discuss at an upcoming meeting since the current meeting was running late.

ADJOURNMENT. A motion to adjourn was made at 10:20 p.m. by Member Fisch, seconded by Mayor Burns. All members present voted in favor and the motion was declared carried. The next regularly scheduled meeting of the City Council is scheduled for Monday, May 9, 2011 at 6:00 p.m. in the Council Room, City Hall.

Robert H. Burns
Mayor

Jennifer Feely
City Clerk/Administrator