

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, January 14, 2013

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: Tom Murphy, DeWayne Schroeder, Bob Lemke and Randi Vick. Members Absent: None. City Staff Present: City Clerk/Administrator: Ted Schoonover and Mike Gerardy. Guests present: Andy and Sheri Allen.

AGENDA: will stand as read.

CONSENT AGENDA APPROVAL: Motion by Member Lemke, second by Member Vick to approve the consent agenda, which consisted of the special meeting minutes from January 3, 2013. All voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

ADMINISTRATIVE COORDINATOR:

Andy and Sheri Allen were present and requested an update on the pending land encroachment. Mayor Burns stated that a court hearing date has been set for January 28, 2013 at 8:30 a.m. and that the city can't take any further action pending that hearing. The Allen's reported that they intended to attend that hearing.

Motion by Mayor Burns, second by Member Lemke to approve Change Order #5 to Dakota Supply group with an increase in the total contract of \$9,527.56. All voted in favor and the motion was declared carried.

Motion by Member Vick, second by Member Lemke to approve the final payment request from Dakota Supply group in the amount of \$104,226.87. All voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Vick to approve and accept the substantial completion from Dakota Supply group dated December 15, 2012. All voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Lemke to approve Change Order #1 to Winona Mechanical with the understanding that the deducted items were to be completed by Griffin Construction Company. All voted on favor and the motion was declared carried.

There was discussion reference to an email received from the County Engineer in regards to the Highway 5 project that was scheduled to be completed in 2013. The Engineer would like to move this into the 2014 budget year because of the large amount of county projects ongoing. Administrative Coordinator Gerardy and City Administrator Schoonover will meet with the engineer to discuss additional costs and who will be responsible for them.

Gerardy informed the council that he has noticed some groups that have been utilizing the City Auditorium appear to be playing softball, soccer and now what appears to be baseball. He has seen balls wedged into the roof beams and fears potential damage to lights, scoreboards and other equipment will occur if we allow this to continue. Administrator Schoonover will review and update the policy on usage and ban such things in the future to preserve the structure and equipment.

NEW BUSINESS:

Motion by Mayor Burns, second by Vick to approve claims presented (pending resolution of duplicates from the pre-paid listing). All voted in favor and the motion was declared carried.

Abrams & Schmidt LLC	Consulting Attorney	1,174.50
Affordable Technology Sol.	Gas monitor Adapter, Monitor	243.36
Airgas USA, LLC	Oxygen / Acetylene	230.44
Alco Discount Store	Phone Minutes	55.33
Allied Products Corporation	Flags	624.75
American Society of Composers	License Renew 2013	327.00
Artic Glacier Inc.	Ice	42.04
Banyon Data Systems	Utility Billing Support	805.94
Bound Tree Medical, LLC	Ambulance - Supplies	676.04
Brown Traffic Products, Inc.	Crosswalk Light Project	7,436.36
Burroughs Equipment	Vehicle Inspections	931.97
Buttell's Lighting	Bulbs	114.71
Caledonia Implement Co.	Misc. Parts, Gloves	17.70
Caledonia Lumber Co.	Misc.	5.24
Caledonia Oil Company	Gas	34.74
Caledonia Wheel Alignment	Van Repairs	61.72
Carquest Auto Parts	Parts	84.73
City of Caledonia Utilities	Electric, Water & Sewer	12,039.60

Dairyland Power Cooperative	Labor Wild Turkey Substation	1,480.00
Dalco	Misc. Supplies	195.19
Davy Engineering	Engineering Fee's	10,691.09
Davy Laboratories	Lab's	1,641.58
E O Johnson Company	Clerk's Office – Copier Agreement	152.00
Earl F. Anderson	Traffic Eng. – Sign Brackets	340.43
ECM Publishers, Inc.	Ad's	580.00
Eitzen State Bank	Certificate of Indebtedness	17,536.50
Expert T Billing	Ambulance Billing	475.00
Electric Pump	Service Call	592.80
Fastenal Co.	Misc., Tools	372.78
Goodyear Auto Service Center	Tires – Truck #01	1,740.44
Gopher State One-Call	Location Notifications	107.25
Great River Water Treatment	Boiler Water Treatment	124.42
Hoskins Electric	Service Call, Pump Repair	120.89
Houston Co. Recorder	Recording Fee	46.00
Image Trend, Inc.	Annual Support – Amb.	900.00
Independent School District	City Share Crossing Guard	859.34
Innovative Office Solutions	Ink Cartridges, Office Supplies	353.86
Kraus Oil Co, Inc.	Unleaded	1,240.00
LaCrosse Truck Center, Inc.	Parts	59.93
Laser Product Technologies	Print Cartridge	84.32
Little Falls Machine, Inc.	Plow Parts	147.01
Menard's	Tool	31.28
Midwest Wheel Companies	Chains For Plow Truck	367.36
Minnesota Pipe & Equipment	Hydrant Repair Parts	68.52
Mississippi Welders Supply Co.	Oxygen	114.59
MN Municipal Utilities Assn.	2013 Membership	3,589.00
Morton Salts, Inc.	Winter Maintenance Salt	1,829.54
Northern Beverage Distribution	Liquor Store Inventory	3,401.05
PT Welding & Driveshaft Repair	Misc.	40.08
Resco	Lift Station Padlocks	108.50
Richard's Sanitation, LLC	Refuse Disposal	237.84
Rippe, Hammell & Murphy	General Matters & Prosecution Matters	2,725.25
Sandry Fire Supply, LLC	Equipment Testing	1,377.90
Schott Distributing Co, Inc.	Liquor Store Inventory	3,635.20
Schulze Plumbing & Heating	Water Meter Project	253.89
SEMA Equipment, Inc.	Misc. / Parts	68.18
Southern Wine & Spirits	Liquor Store Inventory	3,347.81
Spring Grove Battery, LLC	Sawzall Repair	123.03
St. Mary Auto Body Shop	Tow Charge	64.13
Star Energy Services	2012 Project	10,068.76
T & R Service Company	PCB Analysis/Disposal Fee	5,205.00
Tri-County Electric Co-op	Electric Energy	188,303.77
Tri-State Ambulance, Inc.	Intercept Fee	1,500.00
United Auto Supply, Inc.	Misc/Parts	137.99
Water Systems Company	Drinking Water	6.36
Wiebke Tire	Install Loader Tires, Tire Mount	905.23
Winter Equipment Co, Inc.	Plow Parts	413.96
WWTP MPCA PFA Loan Fund	PFA Loan Payment	3,500.00
		\$ 296,421.39

Motion by Mayor Burns, second by Murphy to approve the pre-paid claims presented for the period of December 12, 2012 through December 31, 2012. (pending resolution of duplicates from the claims listing). All voted in favor and the motion was declared carried.

Business Financial Planning	Cafeteria Plan	455.95
Caledonia Police Association	PD Association Dues	75.00
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	340.20
Houston County Sheriff	File No. 1040	85.05
Kwik Trip Stores	Scrip	1,350.00
Petty Cash	Replenish Petty Cash	88.39
Public Emp. Retirement Assn.	PERA payday 12/11/12	5,556.86
Ashbacher, Randall	Travel Expense	301.23
Caledonia Implement Co.	Water – Reimbursement Water Meter	77.45
Caledonia Oil Company	Unleaded	1,389.44
Caledonia Volunteer Fire Dept.	Pass Thru Contribution	100.00
Crystal Valley Hardwoods Inc.	Pool Project – Wood Chips	384.75
Goetzinger Earth Moving, Inc.	Woodside Lane Waterway	660.00
Karian Peterson Power Line	2012 Project	184,688.75
Northern Beverage Distribution	Liquor Store Inventory	2,611.75
Schott Distributing Co, Inc.	Liquor Store Inventory	956.70
Streicher's	A. Johnson 2012 Uniform Allowance	28.97
Commissioner of Revenue	State Withholding	171.35
Merchants Bank	Federal/FICA/Medicare	1,470.75
Public Emp. Retirement Assn.	PERA Payday 12/18/12	874.12
Baker & Taylor Books	Library Books	544.72
Caledonia Rotary Club	Pass Thru Contribution	4,387.50
Clarey's Safety Equipment	Gas Monitor	801.84
Demco	Headphones	45.69

Fetketter, Erin	Meter Deposit Refund	139.00
G & F Distributing	Liquor Store Inventory	141.75
IUOE Local 49 Benefit Fund	Health Insurance	14,505.00
Jack Neumann Trucking	Liquor – Freight Expense	79.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	2,622.77
Merchants Bank	Ach Fee	30.86
Metro Sales, Inc.	Copier Agreement	43.65
Midwest Tape	Library – DVD	286.72
MN State Fire Chief's Assn.	FD 2013 Dues	222.00
Phillips Wine & Spirits	Liquor Store Inventory	70.63
SE Libraries Cooperating	Barcodes, Auto Fees, Printer	734.38
US Postal Service	Envelopes – Billing	6,682.80
Winning Traditions, LLC	Library Book	127.25
Winter Equipment Co, Inc.	Plow Parts	760.47
Dahl Automotive	Squad Repairs	570.65
Goodyear Auto Service Center	Tires Truck #06	562.68
House, Linda	Refund Balance on Account	183.78
Kwik Trip Stores	Pool Project Scrip	1,665.00
Nash, Ashley	Refund on Account	21.47
Winter Equipment Co., Inc.	Plow Parts	415.80
Caledonia Oil Company	Diesel	1,902.30
Caledonia Vol. Fire Dept.	Relief Association 4 <sup>th</sup> Quarter	600.00
IUOE Local 49 Benefit Fund	Health Insurance	3,201.00
Ken's Small Engine	Fuel Additive	96.00
MN Energy Resources	Natural Gas	1,419.48
Principal Life	Life/Ad&d/STD	536.36
Rask, Nicholas	Animal Control	75.00
Schott Distributing Co, Inc.	Liquor Store Inventory	1,342.20
Southern Wine & Spirits of MN	Liquor Store Inventory	582.70
Business Financial Planning	Cafeteria Plan	455.95
Caledonia Conv & Tourism Bur.	Tourism	710.06
Caledonia Police Reserves	PD – Labor	382.00
Commissioner of Revenue	State Withholding	1,409.98
Extreme Beverage Distribution	Liquor Store Inventory	33.50
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	344.71
Houston Co. Sheriff	File No. 1040	86.18
Houston County Treasurer	Ho. Co. Collection Site	4,008.00
ING Institutional Plan Services	TSA Payday 12/26/12	480.00
Merchants Bank	Federal/FICA/Medicare	6,715.12
MN Energy Resources	Natural Gas	2,372.25
MN Benefit Association	MBA Payday 12/27/12	97.59
Murphy, Thomas	Donation Refund	500.00
NCPERS Minnesota	NCPERS Payday 12/26/12	80.00
Nelson, Sarah	Liquor Cashier – 2012 Uniform Allowance	32.94
Public Emp. Retirement Assn.	PERA Payday 12/26/12	5,581.99
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	229.75
Blue Cross Blue Shield of MN	Health Insurance (M. Coffield)	1,892.03
Petty Cash	Replenish Petty Cash	42.95
Heiderscheit, Coady	Reimbursement Water Exam Fee	120.00
MN Dept. of Revenue	Sales/Use Tax	17,337.00
Northern Beverage Distribution	Liquor Store Inventory	306.60
Richard's Sanitation	Recycling Collections	6,283.20
Schott Distributing Co, Inc.	Liquor Store Inventory	286.30
Stemper, James	2012 Uniform Allowance	389.30
		<u>\$ 297,491.06</u>

Motion by Mayor Burns, second by Lemke to approve pre-paid claims presented for the period of January 1, 2013 through January 11, 2013. (pending resolution of duplicates from the pre-paid listing). All voted in favor and the motion was declared carried.

Ace Link Telecommunications	Communication Expense	1,141.88
Commissioner of Revenue	State Withholding	243.52
Merchants Bank	Federal/FICA/Medicare	1,343.04
MN Chief of Police Assn.	2013 Membership	165.00
Northland Trust Services, Inc.	General Obligation Bond	136,869.33
Public Emp. Retirement Assn.	PERA Payday 1/2/13	1,273.53
US Bank NA	General Obligation Bond 2009A	425.00
Verizon Wireless	Communication Expense	204.56
Benson & City, Riley	Meter Deposit Refund	250.50
Business Financial Planning	Cafeteria Plan	233.90
Caledonia Police Association	PD Association Dues	75.00
Edina Realty & City	Meter Deposit Refund	501.00
Gavin & City, Samantha	Meter Deposit Refund	250.50
Gibson & City, Deb	Meter Deposit Refund	250.50
Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	158.04
Holdmeyer & City, Ryan	Meter Deposit Refund	250.50
Houston Co. Sheriff	File No. 1040	265.05
ING Institutional Plan Services	TSA Payday 1-8-13	480.00

Jones & City, Brandon	Meter Deposit Refund	125.25
Kinstler & City, Nathan	Meter Deposit Refund	250.50
Klug & City, Jessie	Meter Deposit Refund	250.50
Local 49	Union Dues	357.50
Macomber Jr. & City, Walter	Meter Deposit Refund	250.15
Mathison & City, Peggy	Meter Deposit Refund	125.25
McGuire & City, Patrick	Meter Deposit Refund	250.50
Merchants Bank	Federal/FICA/Medicare	7,400.85
MN Energy & City	Meter Deposit Refund	501.00
Nelson & City, Rick	Meter Deposit Refund	250.50
Pine Cone Place & City	Meter Deposit Refund	501.00
Public Emp. Retirement Assn.	PERA Payday 1/8/13	5,849.35
Wentz & City, Kim	Meter Deposit Refund	250.50
Weston & City, Todd	Meter Deposit Refund	250.50
Wittkopp & City, Susan	Meter Deposit Refund	250.00
Jack Neumann Trucking	Liquor Freight Expense	280.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,578.83
MN Energy Resources	Natural Gas	5,527.07
Phillips Wine & Spirits	Liquor Store Inventory	2,329.29
Schott Distributing Co, Inc.	Liquor Store Inventory	7,421.75
Spring Grove Soda Pop	Liquor Store Inventory	72.50
Wirtz Beverage Minnesota	Liquor Store Inventory	2,317.57
MN Secretary of State	Renew Notary – J. Kohnen	120.00
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		\$ 182,861.21

Motion by Mayor Burns, second by Member Murphy to make an offer of employment to part-time police officer Jacklyn Lund to become a permanent part-time officer, not to exceed 70 hours per pay period, at \$19.69 per hour. Upon acceptance of this offer now entitles the employee to become a member of the Caledonia Police Association. All voted in favor and the motion was declared carried.

Member Vick asked the council if they support funding the Music in the Park this summer as the Arlin Falck grant was not approved. Motion by Member Murphy, second by Member Lemke to approve up to \$2,000.00 to fund the program. Proceeds to come from the liquor store enterprise fund. All voted in favor and the motion was declared carried.

Motion by Member Lemke, second by Member Vick to approve the following appointments and declarations. All voted in favor and the motion was declared carried.

#### **2013 POSITIONS / APPOINTMENTS**

Administrator Coordinator, Zoning Officer	Mike Gerardy
Ambulance Director	Mike Tornstrom
Economic Development Authority	Vick and Lemke
City Clerk – Administrator	Ted Schoonover
Economic Development Authority Director	Ted Schoonover
Deputy City Clerk	Joyce Guillaume
City Treasurer	City Clerk – Administrator
City Attorney	Timothy A. Murphy
Auxiliary Mayor	Bob Lemke
Community Education Representative	Bob Burns
Official Newspaper	Caledonia Argus
Official Depositories	Bank Of The West
	Merchants Bank
	All Institutions Covered by
	FDIC Insurance
Fire Chief	Charles Gavin
1 <sup>st</sup> Assistant Chief	Kevin Jacobson
2 <sup>nd</sup> Assistant Chief	Todd Lemke
Safety Officer	Randall Ashbacher
Fire Marshal	Dylan Becker & Nick Jore
Treasurer	James Houdek
Secretary	Matt Blocker
Police Chief	Kurt Zehnder
Weed Inspector	Mayor Burns
Assistant Weed Inspector	Administrative Coordinator
Consulting Tree Inspector	Minnesota Forestry

City Health Administrator  
Animal Control Officer  
Emergency Management Director  
Planning and Zoning Commission  
Airport Zoning Board

Library Board

City Clerk – Administrator  
Nick Rask  
Bob Lemke  
City Council  
Mayor Bob Burns  
City Clerk – Administrator  
Pam Griffith, President  
Diane Muenkel  
Lisa Michelsen  
Patty Schieber  
Hilda Oitzman

### **COUNCIL COMMITTEES**

#### General Government Committee

Legislative, Judicial, Executive  
City Clerk – Administrator' Office  
Financial Administration  
Law  
Personnel Administration  
Salary Negotiations  
Pay Equity Compliance Oversight

Murphy and Lemke

#### Public Safety Committee

Police Department  
Traffic Engineering  
Animal Control  
Other Protection  
Ambulance Department  
Fire Department/Fire District  
Civil Defense

Burns and Lemke

#### Public Works; Health and Welfare Committee

Street Department  
Streets, Sidewalks, Curb and Gutter  
Sanitation  
Health  
Welfare

Burns and Schroeder

Vick and Murphy

#### Culture-Recreation Committee

Recreation Department  
Auditorium / Athletic Field  
Parks  
Programs  
Library  
Economic Development

Vick and Schroeder

Murphy and Schroeder

#### Seasonal-Recreation Committee

Burns and Lemke

#### Enterprise Funds Committee

Water Department  
Sewer Department  
Electric Department  
Liquor Store

Murphy and Schroeder

Motion by Mayor Burns, second by Member Lemke to approve the retail on-sale license for St. Mary's Church on January 25, 2013. All voted in favor and the motion was declared carried.  
The council reviewed and accepted the State Utility Deposit Report.

The Mayor reviewed an invitation to attend the SE Minnesota League of Municipalities Annual Meeting in Rochester on January 29, 2013. He indicated that we should reserve three spots and the attendees will be determined in the upcoming weeks.

Motion by Member Murphy, second by Member Vick to approve the Smith and Schafer Engagement Letter. Members Schroeder, Murphy, Vick and Lemke voted in favor, Mayor Burns opposed. Motion was declared carried.

Motion by Mayor Burns, second by Member Schroeder to approve the purchase of three computers (Administrative Coordinator, Accounts payable and Secretary) in the amount of \$,4144.47. All members voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Lemke to approve Resolution 2013-001 Certificate of Indebtedness in the amount of \$128,000.00. All voted in favor and the motion was declared carried.

Discussion was held in regards to the open position in the Water/Waste Water Department and it was determined that we needed to advertise and begin the process of filling that position.

Motion by Mayor Burns, second by Member Murphy to approve the City Accountant, Chief of Police and City Clerk/Administrator (upon completion of probationary period) a 1.5% increase in wages effective 1-1-2013. All members voted in favor and the motion was declared carried.

Motion by Member Schroeder, second by Member Murphy to approve a 1.5% wage increase to the Librarian and Assistant Librarian effective 1-1-2013. Members Vick, Lemke, Murphy and Schroeder voted in favor, Mayor Burns Abstained from the vote and the motion was declared carried.

Motion by Member Vick, second by Member Lemke to approve a 1.5% wage increase for the part-time Liquor Store employees. Members Schroeder, Murphy, Vick and Lemke voted in favor. Mayor Burns opposed. Motion was declared carried.

City Administrator Schoonover reviewed the employee time sheets for December 24, 2012 – January 6, 2013. No action taken.

The next regular meeting will be on January 28, 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 Schroeder. All voted in favor and the motion was declared carried to adjourn at 8:15 p.m.

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Robert H. Burns

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Ted A. Schoonover  
Clerk-Administrator