

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, March 11, 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: DeWayne Schroeder, Bob Lemke, Randi Vick and Tom Murphy. City Staff Present: City Clerk/Administrator: Ted Schoonover, Mike Gerardy. Guests present: Caledonia Argus reporter Clay Schuldt.

AGENDA: Motion by Mayor Burns, second by Member Lemke to approve the Agenda. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Member Murphy, second by Mayor Lemke to approve the consent agenda, which consisted of the regular meeting minutes from February 25, 2013. Mayor Burns, Members Schroeder and Lemke voted in favor, Members Vick and Murphy abstained and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

ADMINISTRATIVE COORDINATOR:

Administrative Coordinator Gerardy presented the council an estimate to repair the pathway lights on the trail for an estimated cost of \$1,000.00. Motion by Mayor Burns, second by Member Lemke to move ahead with project as presented. All members voted in favor and the motion was declared carried. Coordinator Gerardy stated that City Clerk/Administrator Schoonover spoke with the County Engineer regarding the Highway 5 project and that the County will pay for the additional costs of inspections if we decided to move forward with the project. Motion by Mayor Burns, second by Member Schroeder to move forward with the project as previously planned and budgeted for. All members voted in favor and the motion was declared carried. Coordinator Gerardy presented the council with a zoning permit for a resident at 316 W. Caledonia St for a forced air outdoor wood burning stove. Currently there is no restrictions in our ordinance to not allow this to be installed. However, Gerardy presented the council with a copy of an Ordinance from La Crescent that does a better job explaining and governing what can and cannot be used. Motion by Mayor Burns, second by Member Vick to approve the permit for the outdoor forced air wood burning stove with a 15' chimney and that such stove would have to be compliant with any future ordinances pertaining to outdoor burning devices. The city will work to develop an Ordinance.

NEW BUSINESS: Mayor Burns explained to the council members that he and Member Schroeder attended the annual ambulance meeting with five of the nine townships being present. There was much discussion on what the subsidy should be for 2013. Caledonia Township recommended lowering it to at least \$2.00, others thought \$3.00 would be appropriate and yet others felt leaving it as was seemed to be the best plan and if a large surplus refund the surplus accordingly. After some in depth discussion and recommendations Mayor Burns made a motion, seconded by Member Vick to lower the subsidy to \$2.00 per capita. Roll call of members; Yes: Mayor Burns, Member Vick. No: Members Schroeder, Murphy and Lemke. Motion was declared failed.

Motion by Member Lemke, seconded by Member Schroeder to decrease the amount to \$3.00 per capita. Roll call of members; Yes: Member Schroeder, Member Lemke. No: Mayor Burns, Members Murphy and Vick. Motion was declared as failed.

Motion by Member Schroeder, seconded by Member Murphy to leave the subsidy at its current level of \$4.00 per capita. Roll call of members; Yes: Members Schroeder, Murphy and Lemke. No: Mayor Burns and Member Vick. Motion was declared passed.

Motion by Member Vick, second by Member Murphy to increase the Ambulance Directors salary to \$1000.00 per month, an increase of \$25.00. Roll call of members; Yes: Mayor Burns, Members Schroeder, Murphy, Vick. No: Member Lemke. Motion was declared as passed.

Motion by Member Schroeder, second by Member Vick to approve a payroll increase for the Tree Disposal Site attendant/Park Shelter Custodian to \$8.75 per hour. All members voted in favor and the motion was declared passed.

Motion by Mayor Burns, second by Member Schroeder to re-hire Dave Jorgensen as the pool manager for the 2013 season. All members voted in favor and the motion was declared passed.

Motion by Mayor Burns, second by Member Vick to approve the 2013-2014 Soft Drink Licenses as presented. All members voted in favor and the motion was declared passed.

Motion by Mayor Burns, second by Member Lemke to approve the 2013-2014 Bowling Alley License to Starlight Bowling Center. All members voted in favor and the motion was declared passed.

Motion by Mayor Burns, second by Member Schroeder to approve the 2013-2014 Off Sale Beer License applications to Quillin's IGA, Kraus Oil, Kwik Trip and Duckwall-ALCO. All members voted in favor and the motion was declared passed.

Motion by Member Vick, second by Member Lemke to approve the Claims as presented. All members voted in favor and the motion was declared passed.

Ability Building Center	Bags of Rags	25.00
Abrams & Schmidt, LLC	Consulting Attorney	54.00
Affordable Tech. Solutions	Office Supplies, Tech Services	3,912.19
Alco Discount Store	Misc. Tools	19.15
Artic Glacier Inc.	Ice	33.02
Becker & Stemper Electric, LLC	Install New Lights	945.00
Bound Tree Medical, LLC	Supplies	325.85
Business Financial Planning	Flex Plan Administration Fees	160.00
Caledonia Implement Company	Misc. Parts	49.50
Caledonia Oil Company	Diesel, Maintenance	2,218.42
Carquest Auto Parts Store	Snow blower Plugs	17.15
City of Caledonia Utilities	Electric, Water & Sewer	11,286.83
Clarey's Safety Equipment	Extinguisher Maintenance & Inspection	818.70
Davy Laboratories	Lab	2,557.25
Dueco, Inc.	Truck Testing	1,584.00
E O Johnson Company	Clerk's Office – Copier Agreement	67.50
ECM Publishers, Inc.	Advertisements	1,122.54
Electric Pump	Lift Station Maintenance	5,168.92
Everest Emergency Vehicles Inc.	Labor/Services	238.93
Fastenal Company	Grinding Wheels, Misc.	99.42
First Supply LLC	Repair Parts	62.79
Gopher State One-Call	Location Notifications	2.90
Hawkins, Inc.	Chemicals	1,130.94
Innovative Office Solutions	Office Supplies	502.76
Ken's Small Engine	Misc. Parts, Saw Sharpen	69.62
Kwik Trip Stores	Water – Fuel to Thaw Curb Stops	19.36
Midwest Tape	Library – DVD's	317.49
Minnesota Dept. of Commerce	4 th Quarter Fiscal Year	394.63
Minnesota Dept. of Health	Water Service Connection Fee	1,809.00
Mississippi Welders Supply Co.	Oxygen	183.15
Morton Salt, Inc.	Winter Maint. Salt	5,470.68
News Publishing Co, Inc.	Water/WWTP Operator Emp. Ad	72.00
Printy Quik	Pool Campaign	408.80
Resco	Inventory	11,911.69
Richard's Sanitation	Refuse Disposal	140.26
Rippe, Hammell & Murphy	General Matters & Prosecution Matters	3,548.50
Schilling Supply Company	Copy Paper, Towels, Bags	420.22
SE Libraries Cooperating	Auto Fees	404.42
SEMA Equipment, Inc.	Misc.	14.94
Star Energy Services	2013 Project	1,881.33
Tri-County Electric Co-op	Electric Energy	172,582.74
Tri-State Ambulance, Inc.	Intercept Fee	250.00
United Auto Supply	Miscellaneous Items	135.94
US Postal Service	SOS Campaign Postage	792.00
USA Bluebook	Chemicals	42.37
Verizon Wireless	Communication Expense	203.08
Water Systems Company	Drinking Water	13.47
Zep Sales & Service	Trash Bags	320.07
		<u>\$ 233,808.51</u>

Discussion/questions concerning several claims were asked and would be looked into and explained to the Council members. Motion by Mayor Burns, second by Member Vick to approve the pre-paid claims as presented and explained. All members voted in favor and the motion was declared passed.

Bank of Zumbrota	TE Micro Loans	16,460.00
Caledonia True Value	Miscellaneous Items	185.89
Creative Product Sourcing, Inc.	Dare Program Supplies	148.97
Ken's Small Engine	Labor, Oil/Mix, Fuel Additive	137.87
Minnesota Energy Resources	Natural Gas	6,920.27
Schulze Plumbing & Heating	Fire Barn Toilet Install	604.20
Baker & Taylor Books	Library Books	355.74
Barnes & Noble, Inc.	Library Books	197.89
Caledonia Oil Company	Diesel	1,967.50
Coca-cola Bottling Company	Liquor Store Inventory	120.00
Jefferson Fire & Safety, Inc.	Gas Detector	205.04
Midwest Tape	Library - DVD's	162.13
Schott Distributing Co, Inc.	Liquor Store Inventory	1,501.70
SE Libraries Cooperating	Auto Fees	404.42
Southern Wine & Spirits of MN	Liquor Store Inventory	1,648.58
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	115.75
B & M Service Center	Fuel & Batteries	401.90
Baker & Taylor Books	Library Books	597.00

Business Financial Planning	Cafeteria Plan	233.80
Clarey's Safety Equipment, Inc.	Truck Wash	108.00
Commissioner of Revenue	State Withholding	1,443.01
Dakota Supply Group	Water Meter – Fairgrounds	338.93
Expert T Billing	Ambulance Contracted Billing	650.00
Houston Co. Sheriff	Fire No. 1040	428.01
Houston Co. Treasurer	Ho. Co. Collection Site	4,008.00
Independent School District	Year Book 2012/2013	58.77
ING Institutional Plan Services	TSA - -payday 2-19-13	480.00
Merchants Bank	Federal/FICA/Medicare	7,132.33
Metro Sales	Copier Agreement	48.00
Midwest Tape	Library – DVD's	54.97
MN Benefit Association	MBA Payday 2-19-13	97.59
NCPERS Minnesota	NCPERS Payday 2-19-13	80.00
Northern Beverage Association	Liquor Store Inventory	2,152.90
Principal Life	Life/Ad&d/Dependent Life	377.86
Public Emp. Retirement Assn.	PERA Payday 2-19-13	5,981.05
Rask, Nick	Animal Control	75.00
Showcases	Library – DVD Cases	53.46
Thomson Reuters	Tech Support	21.00
Winona Controls, Inc.	City Hall/Fire Barn Repairs	1,265.74
Davy Engineering	Engineering Services	7,898.14
Minnesota Sheriff's Association	Forms	50.00
Schott Distributing Co, Inc.	Liquor Store Inventory	4,279.10
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	70.50
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Affordable Tech. Solutions	Clerk – Monthly Maint. Fee	150.00
G & F Distributing	Liquor Store Inventory	324.00
Houston Co. Recorder	Recording Fee	46.00
Jack Neumann Trucking	Liquor Store Inventory	211.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	4,303.37
MN Dept. of Revenue	Sales / Use Tax	17,132.00
Phillips Wine & Spirits	Liquor Store Inventory	804.29
Richard's Sanitation, LLC	Recycling Collections	6,426.00
Ziebell's Hiawatha Foods	Liquor Store – Inventory	51.90
Business Financial Planning	Cafeteria Plan	233.80
Caledonia Police Association	PD Association Dues	85.00
Commissioner of Revenue	State Withholding	1,710.45
Houston County Sheriff	File No. 1040	428.01
ING Institutional Plan Services	Payday 3-5-13	480.00
IUOE Local #49	Union Dues	357.50
Merchants Bank	Federal/FICA/Medicare	8,643.46
Public Emp. Retirement Assn.	PERA Payday 3-5-13	6,923.70
Ace Link Telecommunications	Communication Expense	1,124.85
Crescendo Consulting, LLP	Consulting Services	3,018.25
IUOE Local 49 Benefit Fund	Health Insurance	17,104.00
Klug, Mike	Refund Partial Loan App Fee	110.50
Kraus Oil Co, Inc.	Unleaded	1,417.50
Kwik Trip Stores	Pool Project – Scrip	1,440.00
Schott Distributing Co, Inc.	Liquor Store Inventory	5,777.50
Southern Wine & Spirits of MN	Liquor Store Inventory	2,281.97
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	81.15
VISA	Chest Waders, Domain Renewal, Books	384.93
Credit Bureau Data, Inc.	Utility Collection Fees	52.69
Galls, Inc.	PD – Uniforms	63.57
Gran & City, Lindsey	Meter Deposit Refund	250.50
Jacobson & City, Mark	Meter Deposit Refund	250.08
Merchelwitz & City, Joel	Meter Deposit Refund	752.31
MN Chiefs of Police Assn.	ETI Registration Fee – Stemper & Zehnder	860.00
Northern Beverage Distribution	Liquor Store Inventory	5,150.15
Olson & City, Larry	Meter Deposit Refund	100.36
One Stop Public Safety Equip.	PD – Black Mock	80.00
VanRavenhorst & City, Aaron	Meter Deposit Refund	250.50
		<u>\$ 158,632.30</u>

Motion by Mayor Burns, second by Member Lemke to approve the purchase of annual anti -virus software support from Affordable Technology Solutions in the amount of \$352.57. All members voted in favor and the motion was declared passed.

Member Lemke left the Council Chambers. Motion by Member Murphy, second by Member Schroeder to approve the EDA Revolving Loan to Caledonia Oil in the amount of \$23,433.00 for a bulk tanker truck. Member Murphy stated that Administrator Schoonover spoke directly with State USDA Director, City Attorney and the League of Minnesota Cities about the loan to a sitting Council member and was instructed it was allowable as long as the member did not participate in the discussion and or action. Roll call of members; Yes: Mayor Burns, Members Murphy, Schroeder, Vick. No: None. Member Lemke was not present during voting. Member Lemke returned to the Council Chambers after the vote and discussion.

Administrator Schoonover disseminated the overtime report and the Police Departments call logs and shift schedule.

Additional items to come before the council; The Mayor requested convening the Police Chief and the Personnel Committee for review of an employee's performance, alternate side parking and other items to be held March 18, 2013 at 6:00 p.m. In addition he requested the Fire Relief Association meeting be held the same evening at 6:30 p.m. to review the annual audit, financial statements, investments and investment practices. In addition to these meetings the Mayor also asked the Personnel Committee to convene and perform a six-month performance review of the City Clerk/Administrator. Administrator Schoonover will also set up a interview for the fourth applicant for the WWTP Operator position this week.

Prior to adjournment the Mayor and Council commented about the pool pledges and some confusion on behalf of some residents. He reiterated that all donations are accepted and appreciated and do not have to be any set amount. The city would greatly appreciate any and all donations regardless of the amount.

The next regular meeting will be on March 25, 2013 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Member Vick, seconded by Mayor Burns. All voted in favor and the motion was declared carried to adjourn at 7:40 p.m.

Robert H. Burns

Ted A. Schoonover
Clerk-Administrator