

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, June 13, 2016

CALL TO ORDER: Following due call and notice thereof, Mayor Gran called the meeting to order at 6:00 p.m. in the Council Room of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Gran led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor Joshua Gran, Robert Burns, Paul Fisch, Robert Lemke, and DeWayne Schroeder. City staff present: Mary Betz, assistant director of Ambulance Department; Stephanie Mann, City accountant; Adam Swann, clerk-administrator; and Mike Tornstrom, director of Ambulance Department. Visitors present: Polly Heberlein, Music in the Park; Dottie Hendel, Page Turners Book Club; Greg Hoscheit, Lifestyle Fitness and SmoothToe; Amanda and Jeremiah Ninneman, Music in the Park; Chuck Schulte; Darryl & Jesse Twite, ICAN, LLC; and Randi Vick.

AGENDA: Member Burns moved to approve the agenda. The motion was seconded by Member Fisch. All members present voted in favor to approve the agenda, and the motion passed.

CONSENT AGENDA APPROVAL: Member Burns moved to approve the consent agenda. Member Fisch seconded the motion. All members present voted in favor to approve the consent agenda, and the motion passed. The consent agenda comprised the following items:

- a. Approval of minutes from May 23, 2016 meeting
- b. Accept resignation of Alyssa Belling as emergency medical technician
- c. Approval of application from Kwik Trip, Inc. for 3.2% off-sale liquor license
- d. Approval of application from Kwik Trip, Inc. for license to sell cigarettes/tobacco products
- e. Approval of application from Kwik Trip, Inc. for license to sell soft drinks
- f. Approval of application from The Wired Rooster, LLC for 3.2% on-sale liquor license
- g. Approval of application from The Wired Rooster, LLC for on-sale wine license
- h. Approval of ambulance subsidy contract between the City of Caledonia and Union Township
- i. Approval of application from Frauenshuh Hospitality Group for permit to erect two signs at 603 Esch Dr.

PUBLIC COMMENT: None.

PRESENTATIONS:

- a. Dottie Hendel, Page Turners Book Club: Ms. Hendel provided Council with a brief overview of little free libraries and explained that the Page Turners Book Club was interested in erecting one on City property. By consensus the Council was agreeable to the idea with the understanding that Ms. Hendel would return to Council once the design and location had been selected.
- b. Polly Heberlein, Amanda Ninneman, and Jeremiah Ninneman, Music in the Park: Ms. Heberlein and Mr. and Mrs. Ninneman reported to Council on the final plans for the Music in the Park Summer Concert Series, which was going to take place every Tuesday night and was going to have a different band each week for seven weeks.
- c. Chuck Schulte: Mr. Schulte informed Council that he wanted to make a charitable donation of \$14,395.95 to cover the cost of installing eight inground lights in the new pool, including the engineering and design work. Member Burns moved to approve the installation of inground pool lighting. The motion was seconded by Member Lemke. All members present voted in favor of the motion, and the motion passed.
- d. Randi Vick: Ms. Vick spoke on behalf of the police reserves and requested a donation for

serving root beer floats at National Night Out on August 2, 2016. Mayor Gran moved to grant the Police Reserves a donation from the Liquor Fund not to exceed \$225. The motion was seconded by Member Lemke. All members present voted in favor of the motion, and motion passed.

CLERK-ADMINISTRATOR: Clerk-Administrator Swann reported the following: 1) the City was recruiting election judges for the primary election on August 9, 2016 and the general election on November 8, 2016; and 2) the City and Tactacam had filed an application on June 9, 2016 for \$80,000 in funding from the Minnesota Investment Fund. Clerk-Administrator Swann reported on the good work Administrative Coordinator Mike Gerardy was doing, especially in support of the pool construction.

UNFINISHED BUSINESS:

a. Application to rezone property at 123 W. Lincoln St. from central business district (B-1) to urban residential district (R-2): Darryl and Jesse Twite spoke on behalf of ICAN, LLC and requested that Council proceed with rezoning the property at 123 W. Lincoln from business to residential. The Council verified that there had been no complaints during the public hearing on May 9, 2016. Member Burns moved to approve the application to rezone the property at 123 W. Lincoln St. from central business district (B-1) to urban residential district (R-2). The motion was seconded by Member Lemke. All members present voted in favor of the motion, and the motion passed.

PUBLIC HEARING:

a. Request from Lifestyle Enterprises, LLC for variances to setback requirements at 405 S. Highway 44/76: At 6:28 p.m. the regular meeting of the City Council was adjourned to hold a public hearing on a request for four variances to the setback requirements at 405 S. Highway 44/76, location of Lifestyle Fitness, SmoothToe, and a future Gundersen Clinic. Greg Hoscheit spoke on behalf of Lifestyle Enterprises, LLC and explained that Lifestyle Enterprises, LLC wanted to erect a new 9'x'9' sign adjacent on the west side of the property near Highway 44/76, which would require a variance of 122 feet to be 8 feet from the west property line and a variance of 45 feet to be 45 feet from the north property line. Mr. Hoscheit further explained that his firm wanted to put a new sign (3'x'7') on an old sign located within Maralouis Court, which would require a variance of 84 feet to be 46 feet from west side of property line and a variance of 90 feet to be located within Maralouis Court. The Council reviewed the proposal and discussed the proposal further with Mr. Hoscheit. At 6:36 p.m. the public hearing was closed, and the regular meeting of the Caledonia City Council was reconvened.

Member Burns moved to approve the four variances (122', 45', 84', and 90') requested by Lifestyle Enterprises, LLC for the two signs, as detailed in the public hearing notice and discussed during the public hearing. The motion was seconded by Member Schroeder. Mayor Gran, Member Burns, Member Lemke, and Member Schroeder voted in favor of the motion. Member Fisch abstained due to his employment with Gundersen Health System. The motion passed 4-0.

NEW BUSINESS:

a. Job description for full-time ambulance director: The Council reviewed and discussed a proposed job description for the new full-time ambulance director position. Member Burns moved to revise paragraph 16 of the job description to state the following: "The director's work schedule is anticipated to be 8 hours a day and 40 hours per week (typically on weekdays between 7:00 a.m. and 5 p.m.). The schedule allows for up to 10 hours of flex per week for training and unforeseen emergency situations." Member Burns further moved to revise paragraph 18 of the job description to state that "call time outside director hours and run times outside director hours (40 hours) will be paid at current EMT rates." Member Fisch seconded the motion by Member Burns. All members present voted in favor of the motion, and the motion passed.

b. Tactacam incentives: The Council discussed the financial incentives offered to Tactacam, LLC in support of its planned expansion in the City. The Council discussed a request from Tactacam, LLC to reduce the number of full-time equivalent jobs required for the City's \$80,000 loan from 13 to 10 in order to be equivalent to the number required for funding under the Minnesota Investment Fund. The Council

also discussed a request from Tactacam to change the amount refundable from the City's share of Tactacam's payments to the state; specifically; allowing Tactacam to receive a yearly refund of 2/3 of the City's retainage if Tactacam meets job requirements, rather than making's Tactacam refund contingent upon a tiered structure that could allow Tactacam to receive of up to 100%. The purpose of the requested change was to provide both the City and Tactacam with more certainty regarding prospective payments and refunds. Member Fisch moved to approve both changes requested by Tactacam. Member Burns seconded the motion. Members Burns, Fisch, Lemke, and Schroeder voted in favor of the motion. Mayor Gran voted against the motion. The motion passed 4-1.

c. Destruction orders for weeds and grasses: The Council reviewed information on five properties with weeds, grasses, and/or rank vegetation that were in violation of City Code § 90.38. Member Schroeder moved to issue destruction orders to the property owners pursuant to City Code § 90.40. The motion was seconded by Member Fisch. All members present voted in favor of the motion, and the motion passed.

d. Overtime report: The Council reviewed the overtime report for City employees for the pay period May 23, 2016 through June 5, 2016. No further action was taken by the Council.

e. Prepaid claims: Council reviewed the prepaid claims for the period May 11, 2016 through June 10, 2016. Member Fisch moved to approve the prepaid claims listed below. The motion was seconded by Member Lemke. All members present voted in favor of the motion, and the motion passed.

Business Financial Planning	Café Plan Payday	312.01
Caledonia Police Association	PD Assn Dues – May 2016	95.00
Hazel Street Creative	Music in the Park Logo	250.00
Mayo Clinic	Amb – Bls Card	10.00
Resco	Light – Inventory	256.67
Semnit	Mult – Tech Svces	560.00
Airgas USA, LLC	Street – Oxygen/Acetylene	142.70
Blue Cross Blue Shield of MN	PD – Health Ins (M Coffield)	2,436.69
Caledonia Oil Co	Mult – Diesel	832.05
Caledonia True Value	Mult – Misc & Grass Seed	103.67
Expert T. Billing	Ambulance – Contracted Billing	621.00
Frank, Chris	Defective Sidewalk Replacement	138.27
Jack Neumann Trucking	Liquor – Freight Exp	120.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,919.94
Mayo Clinic	Amb – BLS HCP Cards	10.00
Northern Beverage Dist	Liquor Store Inventory	3,942.25
Petty Cash	Replenish Petty Cash	72.38
Phillips Wine & Spirits Co	Liquor Store Inventory	2,350.82
RESCO	Light – Misc	64.41
Schott Distributing Co, Inc	Liquor Store Inventory	2,000.40
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Zenke Incorporated	Storm Sewer Repair	800.00
La Crescent Youth Ball	Reg Fee – 14U Lower	180.00
Mann, Curt	Rec Park – Reim BB Equipment	66.83
Richards & City, Jodi	Meter Deposit Refund & Interest	250.58
Stach & City, James	Meter Deposit Refund & Interest	250.54
Stemper & City, Tyler	Meter Deposit Refund & Interest	250.60
Boesen, Dan	Personal Phone Stipend May 2016	25.00
Caledonia Police Reserves	Music in the Park – Rent Mobile	250.00
Darling, Brittany	Amb – Uniform Riem	56.96
Houston County Treasurer	Ho Co Coll Site June 2016	4,683.00
Louks, Seth	PD – 2016 Uniform Allowance	73.32

Nelson, Craig	Personal Phone Stipend May 2016	25.00
Pearson, Nathan	PD – 2016 Uniform Allowance	149.63
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Stemper, James	2016 Uniform Allowance	650.00
Winona Police Department	PD – Reg Fee Post Class	20.00
G & F Distributing	Liquor Store Inventory	331.15
Northern Beverage Dist	Liquor Store Inventory	1,015.90
Principal Life	Mult – Life/AD&D/Dep Life	474.70
Schott Distributing Co, Inc.	Liquor Store Inventory	5,933.85
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	200.65
Vinocopia, Inc.	Liquor Store Inventory	171.79
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	191.85
Moore, Kody	Rec Park – Travel Exp	81.00
Public Emp Retirement Assn	Pera Payday	7,440.94
Southern Wine & Spirits of MN	Liquor Store Inventory	1,950.45
Swann, Adam G	Clerk/Adm – Travel Exp	176.29
Becker & Stemper Electric, LLC	Pathway Lighting HWY 44/76	1,655.04
Business Financial Planning	Café Plan Payday	312.01
Commissioner of Revenue	State W/H – Payday	1,609.19
Merchant's Bank	Fed/Fica/Med – Payday	8,550.61
Merchants Capital Resource	FD – 2008 Alexis Pumper	30,664.35
MN Benefit Association	MBA – Payday	35.34
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	645.00
NCPERS Minnesota	NCPERS Payday	48.00
Signature Aquatics	Aquatic Center – PRJT Mang, HMA Ser	4,706.95
Meyer Brothers, Inc	Curb Repair E Mckinley & W Caledonia	3,357.50
Neighbors in Action	Music in the Park – Banners	164.35
Northern Beverage Dist	Liquor Store Inventory	2,929.45
Spring Grove Soda Pop, Inc	Liquor Store Inventory	173.45
Tri-State Ambulance, Inc	Intercept Fee Run	1,250.00
Caledonia Green	Donation From Music	250.00
Jack Neumann Trucking	Liquor – Freight Exp	102.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,919.55
Kennedy & Graven, Chartered	2015 Bond Referendum	487.50
Kraus Oil Co Inc	Mult – Fuel	1,202.25
Mayo Clinic	Amb – BLS HCP Cards	130.00
MC Sports	Summer Rec – Ball Program	846.67
Meyer Brothers, Inc	Curb Repair/Handicap Ramp	4,234.75
MN Dept of Revenue	Sales/Use Tax – May 2016	16,257.00
MN Fire Svc Cert Board	FD – Cert Exam – Kevin Bulman	80.00
Phillips Wine & Spirits Co	Liquor Store Inventory	1,609.56
Richard's Sanitation, LLC	Recycling – Collections	6,820.35
Schott Distributing Co, Inc	Liquor Store Inventory	6,780.05
Upbeat Site Furnishings	Aud Park – Two Benches	690.00
Chief Supply	PD – Badges	350.55
Commissioner of Revenue	State W/H – Payday	356.12
Merchants Bank	Fed/Fica/Med – Payday	2,397.15
Minnesota Dept of Health	Aquatic Center – Plan Review	5,005.00
MN Rural Water Assn	Membership July 2016 – July	250.00
MN State Fire Chiefs Assn	FD 2016 Dues – Mult	321.00
Northern Beverage Dist	Liquor Store Inventory	709.25
Public Emp Retirement Assn	Pera Payday	1,655.28
Visa	Mult – Misc	1,464.48
Acentek Ascending Technology	Mult – Comm Exp	1,120.49
Breakthru Beverage MN	Liquor Store Inventory	1,475.54

G & F Distributing	Liquor Store Inventory	359.60
Holmen Youth Baseball	Reg Fee – 10U Upper Softball	450.00
Schott Distributing Co, Inc	Liquor Store Inventory	5,497.15
Spring Grove Soda Pop, Inc	Liquor Store Inventory	89.00
State Farm	Refund Duplicate Payment	125.00
US Postal Service	Annual Fee – PO Box 232	262.00
Verizon Wireless	Mult – Comm Exp	242.24
Merchants Bank	Fed/Fica/Med – Payday	8,870.14
Business Financial Planning	Café Plan Payday	312.01
Caledonia Police Association	PD Assn Dues – June 2016	95.00
Commissioner of Revenue	State W/H – Payday	1,705.51
Guckelberger, David	Amb – EMS Training Examiner	125.00
Houston County Treasurer	Recording Fee – Drew Hammell	46.00
IUOE Local #49	Union Dues – June 2016	435.50
IUOE Local 49 Benefit Fund	Mult – Health Ins	20,680.00
Kester, Susan L	Amb – EMS Training Examiner	175.00
La Crescent Youth Ball	Reg Fee – 12U Lower	180.00
Lemke, Todd	FD – Smoke House Supplies	87.98
Mann, Curt	Rec Park – Reim BB Equipment	210.98
Minnesota Energy Resources	Mult – Nat’l Gas	1,320.85
MN Child Support Payment Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	645.00
Public Emp Retirement Assn	Pera Payday	7,825.50
Southern Wine & Spirits of MN	Liquor Store Inventory	228.20
US Postal Service	PD – Stamped Envelopes	290.25
KTI Fencing, Inc	Aquatic Center – Temp	2,736.00
MN Pollution Control Agency	Stp – 2015 Annual Permit Fee	1,450.00
Northern Beverage Dist	Liquor Store Inventory	2,226.05
Schansberg, Carol	Shelter Rental Fee Refund	42.75
Spring Grove Soda Pop, Inc	Liquor Store Inventory	193.75
	Total:	\$215,693.73

f. Claims payable: Council reviewed the claims payable for June 2016. Member Burns moved to approve payment of the claims listed below. The motion was seconded by Member Lemke. All members present voted in favor of the motion, and the motion passed.

ABDO-Spotlight-Magic Wagon	Library –Books	1,033.65
Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	405.00
Airgas USA, LLC	Street – Oxygen/Acentylene	146.52
Allstar Engines, LLC	Street Equip – Labor/Repairs	50.00
Artic Glacier USA, Inc	Ice	201.08
Asbestrol, Inc	Aquatic Ctr – Asbestos Removal	3,120.00
Auto Value Parts Store	Mult – Misc	1,037.78
B & M Service Center	Street Equip – Fuel	91.50
Baker & Taylor Books	Library – Books (Ho Co Funding)	191.35
Becker & Stemper Electric, LLC	Mult – Replace Fixture	115.64
Blue Cross Blue Shield of MN	PD – Health Ins (M Coffield)	2,436.69
Bound Tree Medical, LLC	Amb – Supplies	867.46
Buttell’s Lighting	Liquor Store – Bulbs	132.00
Caledonia Implement Co	Street Equip – Misc Parts	36.30
Caledonia Lumber Co, Inc	Storm Drainage – Repair Mtls	51.55
Carquest Auto Parts Store	Street/FD – Misc/Parts 1420	67.73
Child’s World	Library – Books (Ho Co Funding)	475.93
City of Caledonia – Utilities	Mult – Electric, Water, Sewer	9,494.30
Communications Service WI	PD – Ant Parts Squad 23	13.91

County Materials Corporation	Storm Sewer – Mtls	352.00
Davy Engineering	Cal – Zoning Map Revisions/Swim Pool	556.36
Davy Laboratories	Mult – Lab & Testing	1,798.75
Demco, Inc	Library – Book Repair Mtls	20.94
E O Johnson Company	Mult – Copier Agr	468.47
ECM Publishers Inc	Mult – Misc	1,068.94
Electrical Pump	Stp – Lift Station Mant/Repair	12,300.85
Esch Builders	Streets – Seal Coating Prep	184.00
Expert T Billing	Amb – Contracted Billing	810.00
Farmers Coop Elevator Co	Park Areas/Street – Credit/Misc	6.15
Farrell Equipment & Supply Co	Street – Brooms	33.70
Gopher State One Call	Light – Notification Notifications	76.95
Gov Deals	Council – Fee to Sell X-mas Décor	5.00
Hammell & Murphy, PLLP	City of Cal – General Matters	5,527.25
Hawkins, Inc	Stp – Chemicals	5.00
HGTV Magazine	Library – Magazine Subscription	34.97
Hoskins Electric Co	Mult – Labor/Parts/Svces/Replace Well	11,033.05
Independent School District 299	City Share X-ing Guards	1,631.29
Innovative Office Solutions	Mult – Misc	130.80
Jack Neumann Trucking	Liquor – Freight Exp	140.00
J-Line Design	Street/Park Areas – Misc	285.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,838.59
Ken's Small Engine, Inc	Mult – Misc	842.61
Mathy Construction Co	Streets – Cold Mix for Patching	138.12
Mayo Clinic	Amb – First Aid/Cpr Cards	200.00
MC Sports	Summer Rec – Ball Program Equip	816.86
Menard's	Adm Cord – Misc	12.14
Miken Sports	Park/Rec – Bat for 11U Team	118.75
Milestone Materials	Stormwater Mtls	7.64
Minnesota Dept of Commerce	Light – 1 st Qtr Fiscal Year 2017	478.76
Minnesota Dept of Health	Water Svc Conn Fee 2nt Qtr 2016	1,809.00
Mississippi Welders Supply Co	Amb – Oxygen	152.59
MN Pollution Control Agency	Light – Haz Waste Generator Fee	787.68
Nelson Flag & Display, Inc	Park Areas – Flagpole Rope	33.60
Phillips Wine & Spirits Co	Liquor Store Inventory	1,240.64
PT Welding & Driveshaft Repair	Fabricate Plant Hangers	400.00
Richard's Sanitation, LLC	Refuse Disposal	173.00
River Valley Newspaper Group	Library – Subscr	174.24
Rourke Educational Media	Library – Books	647.60
Safe – Fast, Inc	Street – Sweatshirt	55.95
Schilling Supply Company	Mult – Misc	374.87
Schott Distributing Co, Inc	Liquor Store Inventory	2,699.00
SE Libraries Cooperating	Library – Auto Fees	504.92
Semnit	Clerk's Office – 2 Computers/Install	2,358.00
Servocal Instruments Inc	Stp – Misc Supplies	790.36
Sherwin-Williams Co	Traffic Eng – Yellow Paint	300.60
St. Mary Auto Body Shop	PD – Tow Fee	275.00
Star Energy Services	Light – Project	935.00
Storlie's Portable Pit Stops	Rec Park/Park Areas – Toilet Rent	205.00
Tri County Electric Co-Op	Light – Electric Energy	147,734.66
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
US Aquatics	Aquatic Ctr – Plan Fee/Addtl Svcs	1,920.00
US Bank NA	Stp – Interest	2,590.00
USA Bluebook	Stp – Misc	410.10
Venmill Industries	Library – Book Mending Mtls	31.49
Water Systems Company	Clerk's Office – Drinking Water	7.36

Wiebke Fur Company	PD – Ammo	1,432.70
Wine Merchants	Liquor Store Inventory	72.00
World Point ECC, Inc	Amb – Training Mtls	<u>157.65</u>
	Total:	\$230,414.34

ANNOUNCEMENTS: The next regular meeting will be on Monday, June 27, 2016 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Burns, seconded by Member Fisch. All members present voted in favor, and the motion was declared carried to adjourn at 8:58 p.m.

Joshua D. Gran
Mayor

Adam G. Swann
Clerk-Administrator