

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, July 8, 2013

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

ROLL CALL: Members present: Mayor Bob Burns, Council Members: Bob Lemke, DeWayne Schroeder, Randi Vick and Tom Murphy. City Staff Present: City Clerk/Administrator: Ted Schoonover. Guests present: Caledonia Argus reporter Clay Schuldt and Holly Youngerberg.

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

CONSENT AGENDA APPROVAL: Motion by Member Lemke, second by Mayor Burns to approve the consent agenda, which consisted of the Regular meeting minutes from June 24, 2013 and the Special meeting held June 25, 2013. All voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: None.

ADMINISTRATIVE COORDINATOR:

City Clerk Administrator Schoonover presented the council with payment request #6 from Giffin Construction in the amount \$76,017.05. Motion by Mayor Burns, second by Member Vick to approve the payment as presented. All members voted in favor and the motion was declared carried.

Schoonover presented the Council with Change Order #6 from Griffin Construction delaying the paving until later in the year to allow for the ground to absorb the moisture and to compact the fill and rock base. Motion by Member Vick, second by Mayor Burns to approve the Change Order as presented. All members voted in favor and the motion was declared carried.

Schoonover also presented the Council a quote from Griffin to replace the culvert that is failing on Old Highway Drive by the city yard. This would be a joint effort between the City and Griffin. The estimated cost is \$7,521.40. Motion by Mayor Burns, second by Member Schroeder to approve the repairs as presented. All members voted in favor the motion was declared carried.

The Mayor reviewed a zoning application for Larry and Holly Youngerberg at 123 N Sprague St. to build a porch on the front of their home. This requires a setback variance of 13' from the West property line. Motion by Member Vick, second by Member Lemke to approve the variance and application. All members present voted in favor the and the motion was declared carried.

Schoonover presented a request from the Caledonia School Board to make Grove St. one-way traffic to facilitate a student drop off and pick up point and to better control traffic in that area. It was consensus of the Council to determine if the school board would consider having that area as the bus drop off and pick up site and to have the parents use Main Street. Schoonover will work with School Superintendent Ben Barton and bring it back to the Council at a later date.

A quote from Electric Pump was presented for a trash basket for the Bissen St. lift station. We have had several instances of what appeared to be mop heads sucked into the pumps. The Council wanted to ensure we had a comparable quote from another company and or to put cutters on the impellers to chop up the materials. This too will be brought back to the Council at a later date.

A quote from Davy Engineering was presented to the Council for a smoke test of the Northeast section of town to see where the infiltration is coming from. Member Schroeder stated he always felt the problem area was closer to the plant such as the downtown area. Consensus was to have Schoonover get quotes for all four sections independently and one for the entire town and to also see if it is something we could add to the ongoing sewer project.

Schoonover informed the Council that at some time in the past several years the 2 hour parking signs had been removed from in front of Caledonia Wheel and Alignment. He stated that he would direct the street department to replace the signs.

NEW BUSINESS:

City Clerk/Administrator Schoonover presented the Council with a request from Elsie's Bar and Grill to open and run the concession stand at Legion Park. Her licenses, insurance and the other requirements would all transfer over to that location. Motion by Mayor Burns, second by Member Murphy to allow Elsie to operate the concession stand and that she would be responsible for both the electrical usage and pop machine if she wanted to use it. All members present voted in favor and the motion was declared carried.

Motion by Mayor Burns, second by Member Vick to approve the 2013 Ambulance Subsidy Contract with Mayville Township and the City of Caledonia. All members present voted in favor and the motion was declared carried.

A proposal from Mi-technical services was presented to inspect all the poles at the baseball diamond for soundness and stability. The proposal seemed extremely high and the consensus was to see if there was a better alternative such as lowering the lights and cutting back the bad areas on top. This will be brought back at a later date.

Schoonover presented the Council with an opportunity for Water/Wastewater Operator Craig Nelson to attend a Nutrient Removal Course in St. Cloud. After discussion it was decided to wait until the open position was filled and send them both together. No action taken.

Schoonover presented the Council with two proposals for a new copier at the Police Station and also a service agreement that would cover the three copiers and two printers. The proposals were submitted by EO Johnson and Metro Sales. Motion by Mayor Burns, second by Member Lemke to approve the proposal from EO Johnson. All members present voted in favor and the motion was declared carried.

Schoonover informed the Council that last Tuesday evening the computer at the liquor store crashed and we were forced to close as we had no other method to operate the cash drawer or inventory. Schoonover called our IT company and the soonest they could be on site would be the next day sometime before noon. On Wednesday morning The City Accountant Stephanie Mann, Secretary Jessica Kohnen and Clerk/Administrator were there at 8:00 a.m. and were setting up methods so we could operate. We were able to get the computer back into operation but it was a quick fix and we were unsure how long it would operate. He proposed that we purchase a point of sale system from Total Register Systems Inc. By doing so this allows the manager to order directly online and would allow her to have some redundancy and a back up system would be in place. Discussion ensued. Motion by Member Schroeder, second by Member Lemke to approve the purchase of the new system and to allow for an internet connection at the store. Roll call of votes: Yes: Members Schroeder, Murphy, Lemke and Vick. No: Mayor Burns. Motion was declared carried.

Motion by Member Vick, second by Member Lemke to approve the claims payable. All members voted in favor and the motion was declared carried.

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| Affordable Tech. Solutions | Liquor Store – Safe & Install | 336.60 |
| Business Financial Planning | Cafeteria Plan | 233.80 |
| Caledonia Police Association | PD Association Dues | 85.00 |
| Commissioner of Revenue | State Withholding | 1,500.92 |
| Credit Bureau Data, Inc. | Utility Collection Fee's | 10.04 |
| Griffin Construction Co, Inc. | Sewer Rehab 2012 Payment No. 5 | 24,482.42 |
| Houston Co. Recorder | Recording Fee – Alley Vacation | 46.00 |
| ING Institutional Plan Services | TSA Payday 6-11-13 | 480.00 |
| IUOE Local #49 | Union Dues | 325.00 |
| Ken's Small Engine | Lawn Mower | 332.99 |
| Merchants Bank | Federal/Fica/Medicare | 7,812.12 |
| MN Child Support Payment | Case ID 001470764201 | 193.81 |
| MN Dept. of Education | Acct #1002697809 | 235.60 |
| Northern Beverage Distribution | Liquor Store Inventory | 128.00 |
| Printy Quik | Pool Campaign – Printing Expenses | 47.97 |
| Public Emp. Retirement Assn. | PERA Payday 6-11-13 | 5,951.19 |
| Stephen B. Productions | Sound System | 3,496.95 |
| Stigeler, Patrick | Refund Pee Wee Fee | 60.00 |
| US Postal Service | SOS Campaign – Postage | 199.71 |
| Ziebell's Hiawatha Foods, Inc. | Liquor Store Inventory | 79.50 |
| Airgas USA, LLC | Oxygen/Acetylene | 116.83 |
| Becker & Stemper Electric, LLC | Legion Shelter | 332.08 |
| Bound Tree Medical, LLC | Ambulance – Misc. Supplies | 310.76 |
| E O Johnson Company | Copier Maintenance Agreement | 152.00 |
| Electric Pump | Lift Station Maintenance/Repairs | 4,949.99 |
| Games People Play | Ball Program Equipment | 160.00 |
| Independent School District 299 | City Share X-ing Guard | 1,529.32 |
| MN Energy Resources | Natural Gas | 1,816.38 |
| Resco | Light – Inventory | 2,590.14 |
| Rogich, Mike | Tree Removal | 500.00 |
| Schulze Plumbing & Heating | Repair Water Pipe Filler | 598.67 |
| SEMA Equipment | CH/AUD Generator Maint. | 512.25 |
| Storlie's Portable Pit Stops | Toilet Rental | 96.19 |
| TDS Media Direct, Inc. | Liquor Store – Brochure Ad | 225.00 |
| Tri-State Ambulance | Intercept Fee Run | 750.00 |
| Augedahl, Brad | Ball Program Equipment | 1,856.29 |
| Caledonia True Value | Miscellaneous Items | 491.53 |
| Hammell & Murphy, PLLP | General Matters | 979.50 |
| Northern Beverage Distribution | Liquor Store Inventory | 688.90 |
| Schott Distributing Co, Inc. | Liquor Store Inventory | 3,225.85 |
| Spring Grove Soda Pop, Inc. | Liquor Store Inventory | 163.60 |
| Staggemeyer State Co. Inc | Landscaping Materials | 45.00 |
| Jack Neumann Trucking | Liquor Store Freight Expense | 57.00 |

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| Johnson Brothers Liquor Co. | Liquor Store Inventory | 2,949.17 |
| Keepers, Inc. | PD Uniforms – Zehnder | 59.82 |
| Kwik Trip Stores | Scrip | 981.00 |
| Metro Sales, Inc. | Copier Agreement | 50.60 |
| American Patriot Pictures, LLC | Library – DVD | 19.99 |
| Augedahl, Chad | Reimbursement Tournament Fee | 125.00 |
| Baker & Taylor Books | Library Books | 1,384.95 |
| Better Homes & Gardens Books | Library Book | 33.91 |
| Caledonia Police Reserves | Pass Thru Contribution | 250.00 |
| DEMCO | Library Supplies | 133.38 |
| Electric Pump | Pump Inspections | 2,130.00 |
| Farm & Home Publishers | Plat Book & Directory | 41.40 |
| La Crosse Tribune | Subscription | 158.40 |
| Midwest Tape | Library DVD's | 245.14 |
| MN Department of Health | Watermain Design | 150.00 |
| Oxmoor House | Library Book | 36.91 |
| Principal Life | Life/Ad&d/STD | 376.79 |
| Printy Quik | Notary Stamp | 32.01 |
| SE Libraries Cooperating | Auto Fees | 432.65 |
| Upstart | Summer Reading Program | 66.80 |
| Caledonia Volunteer Fire Dept. | Relief Association | 600.00 |
| Good Friends | Music in the Park | 400.00 |
| Houston Co. Treasurer | Ho. Co. Collection Site | 4,008.00 |
| Rask, Nick | Animal Control | 75.00 |
| Simple Rogues | Music in the Park | 400.00 |
| Veterans "Driven Duo" | Music in the Park | 500.00 |
| Commissioner of Revenue | State Withholding | 1,581.76 |
| ING Institutional Plan Services | TSA Payday 6-25-13 | 480.00 |
| Merchants Bank | Federal/FICA/Medicare | 8,487.70 |
| Public Emp. Retirement Assn. | PERA Payday 6-25-13 | 5,951.64 |
| Blue Cross Blue Shield of MN | Ambulance Refund | 1,086.43 |
| Business Financial Planning | Cafeteria Plan | 233.80 |
| Buttell's Lighting | City Hall – Bulbs | 127.73 |
| Dakota Supply Group | Water Inventory | 111.35 |
| Davy Engineering | Engineering Fees | 18,312.82 |
| Keepers, Inc. | Uniforms (Zehnder) | 50.07 |
| Merchants Bank | Federal/FICA/Medicare | 445.44 |
| MN Benefit Association | MBA Payday 6-25-13 | 97.59 |
| MN Child Support Payment | Case ID 001470764201 | 193.81 |
| MN Dept. of Education | Acct #1002697809 | 235.60 |
| NCPERS Minnesota | NCPERS Payday 6-25-13 | 64.00 |
| Northern Beverage Distribution | Liquor Store Inventory | 1,774.80 |
| Public Emp. Retirement Assn. | PERA Payday 6-26-13 | 159.00 |
| Schott Distributing Co, Inc. | Liquor Store Inventory | 4,594.70 |
| Southern Wine & Spirits of MN | Liquor Store Inventory | 1,911.95 |
| Spring Grove Soda Pop, Inc. | Liquor Store Inventory | 145.45 |
| Torgerson's Paint & Floor | Roller Shades | 1,147.24 |
| Tornstrom, Michael | Reimbursement-Ball Equipment & Candy | 158.36 |
| Ziebell's Hiawatha Foods | Liquor Store Inventory | 100.30 |
| Allen, Joseph | Reimbursement – Tourney Fee | 125.00 |
| Astrup Drug & City | Meter Deposit Refund | 501.00 |
| Christman & City, Paula | Meter Deposit Refund | 200.50 |
| JLJ Property & City | Meter Deposit Refund | 501.00 |
| Landsom & City, Kathryn | Meter Deposit Refund | 250.50 |
| Leahy & City, Jason | Meter Deposit Refund | 250.50 |
| Lemke & City, Kathryn | Meter Deposit Refund | 250.50 |
| Pross & City, Jerry | Meter Deposit Refund | 250.50 |
| Ruza & City, Darlene | Meter Deposit Refund | 250.32 |
| Schieber, Katie | WSI Course Fee | 150.00 |
| Schoonover, Ted | Reimbursement Travel Expense | 550.26 |
| Seebauer & City, Brooke | Meter Deposit Refund | 125.25 |
| Taylor & City, Joe | Meter Deposit Refund | 250.50 |
| Twite & City, James | Meter Deposit Refund | 250.50 |
| Varney & City, Dan | Meter Deposit Refund | 250.50 |
| Caledonia Oil Company | Unleaded | 1,602.97 |
| G & F Distributing | Liquor Store Inventory | 508.75 |
| Midwest Beverage & Brokerage | Liquor Store Inventory | 77.50 |
| MN Compreh. Health Assn. | Health Insurance – M. Coffield | 7,035.99 |
| MN Dept. of Revenue | Sales/Use Tax | 17,286.00 |
| MN Municipal Beverage Assn. | Annual Association Dues | 510.00 |
| Northern Beverage Distribution | Liquor Store Inventory | 4,172.00 |
| Richard's Sanitation, LLC | Recycling – Collections | 6,461.70 |
| Schott Distributing Co, LLC | Liquor Store Inventory | 6,411.05 |
| Spring Grove Soda Pop, Inc. | Liquor Store Inventory | 85.50 |
| Thorson Graphics LLC | Uniforms | 1,393.00 |
| Commissioner of Revenue | State Withholding | 198.37 |
| Klug, Anthony | Consulting Services | 800.00 |
| Merchants Bank | Federal/FICA/Medicare | 1,383.84 |
| Public Emp. Retirement Assn. | PERA Payday 7-2-13 | 728.91 |

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| Caledonia Conv. & Tourism | Tourism | 644.66 |
| Houston Co. Recorder | Recording Fee | 46.00 |
| Jack Neumann Trucking | Liquor Freight Expense | 156.00 |
| Johnson Brothers Liquor Co. | Liquor Store Inventory | 3,789.52 |
| La Crescent Youth Ball | Tourney Fee | 125.00 |
| Phillips Wine & Spirits of MN | Liquor Store Inventory | 1,208.45 |
| Verizon Wireless | Communication Expense | 203.70 |
| VISA | Office Equipment, Office Supplies | 218.90 |
| Youth Enrichment Association | Registration Fee | 100.00 |
| Abrams & Schmidt, LLC | Consulting Attorney | 256.50 |
| IUOE Local 49 Benefit Fund | Health Insurance | 18,066.00 |
| Keepers, Inc. | Uniforms (Zehnder) | 161.68 |
| | | <u>\$ 209,154.18</u> |

Motion by Mayor Burns, second by Member Vick to approve the prepaid claims. All members voted in favor and the motion was declared carried.

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| Ace Link Telecommunications | Communication Expense | 1,211.29 |
| Affordable Tech. Solutions | Office Supplies, Computer Maint. | 160.03 |
| Alco Discount Store | Misc. Supplies, Phone Minutes | 371.22 |
| American Lock & Key | Locks/Keys | 49.00 |
| Artic Glacier Inc. | Ice | 258.46 |
| Astrup Drug | Ambulance Supplies | 126.19 |
| Bound Tree Medical, LLC | Ambulance Supplies | 1,167.37 |
| Buttell's Lighting | Street Lighting – Bulbs | 198.78 |
| Carquest Auto Parts Store | Car 18 Wiper Blades & Floor Dry | 76.31 |
| City of Caledonia Utilities | Electric, Water & Sewer | 11,268.61 |
| Civic Systems, LLC | Semi-Annual Support | 2,396.00 |
| Dalco | Misc. Supplies | 273.12 |
| David Drown Associates | TIF Consulting Services | 2,500.00 |
| Davy Laboratories | Lab | 1,737.75 |
| E O Johnson Company | Copier Agreement | 515.51 |
| ECM Publishers, Inc. | Notices | 503.27 |
| Extreme Beverage Distribution | Liquor Store Inventory | 117.25 |
| Farmer's Coop Elevator Co. | Grass Seed Mix & Tool | 307.74 |
| Fastenal Company | Light – Misc. | 65.26 |
| First Supply LLC | Draintile | 110.78 |
| Gopher State One-Call | Location Notifications | 62.35 |
| Hammell & Murphy | City of Caledonia Prosecution | 2,727.00 |
| Hawkins, Inc. | Chemicals | 2,424.15 |
| Hoskins Electric, Company | Well #7 Control Repairs | 9,721.07 |
| Houston County Recorder | Recording Fee | 46.00 |
| In the Swim | Vinyl Markers | 49.91 |
| Innovative Office Solutions | Office Supplies | 43.07 |
| Ken's Small Engine | Chain for Saw | 33.67 |
| Kraus Oil Co., Inc. | Diesel | 1,532.13 |
| League of MN Cities Ins. Trust | Annual Insurance Plan Renewal | 40,514.00 |
| League of WI Municipalities | Employment Ad | 100.00 |
| Merchants Bank | ACH Fee | 31.35 |
| Mierau, Robert | Consulting Services | 2,715.75 |
| MN Energy Resources | Natural Gas | 2,848.65 |
| Mississippi Welders Supply, Co. | Oxygen | 136.18 |
| M-R Sign Company, Inc. | Traffic Engineering – Repair Parts | 12.43 |
| Northern Beverage Distribution | Liquor Store Inventory | 1,928.40 |
| Northland Trust Services, Inc. | General Obligation Bonds, Series 2010A | 7,875.00 |
| Paradise Pool & Spa | Pool – Sign | 8.42 |
| Pioneer Manufacturing Co. | Ballpark – Marking Chalk | 60.39 |
| Richard's Sanitation, LLC | Refuse Disposal | 194.81 |
| Schilling Supply Company | Bags/Towels, Copy Paper | 496.24 |
| Schott Distributing Co, Inc. | Liquor Store Inventory | 6,345.70 |
| SEMA Equipment, Inc. | JD Tractor Bulb, Fluids | 79.73 |
| Servocal Instruments, Inc. | Flow Meter Calibration | 500.00 |
| Southern Wine & Spirits of MN | Liquor Store Inventory | 1,589.05 |
| Spring Grove Soda Pop, Inc. | Liquor Store Inventory | 141.00 |
| St. Mary Auto Body Shop | Tow Ford F150 | 133.59 |
| Stagemeyer Stave Co, Inc. | Landscaping Materials | 45.00 |
| Star Energy Services | Light Projects | 187.51 |
| Storlie's Portable Pit Stops | Toilet Rental | 96.19 |
| Tri-County Electric Co-op | Light – Electric Energy | 187,691.60 |
| United Auto Supply, Inc. | Light – Misc. | 32.67 |
| Water Systems Company | Clerk's Office – Drinking Water | 7.11 |
| Ziebell's Hiawatha Foods, Inc. | Liquor Store Inventory | 18.50 |
| | | <u>\$ 293,842.66</u> |

Administrator Schoonover stated that he had placed the employment advertisement for the Water/Wastewater Position in the surrounding states league sites and have already had one inquiry and request for an application. He also mentioned that the posting will remain open until filled.

The June police reports and time sheets were submitted for review. No action taken. Mayor Burns informed the council that he witnessed two small children riding on the back of a golf cart or ATV in an unsafe

manner. He did contact the police department and they would look into the incident and enforce any such acts when observed.

The next regular meeting will be on Monday July 22, 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 Vick. All voted in favor and the motion was declared carried to adjourn at 8:15 p.m.

Robert H. Burns

Ted A. Schoonover
Clerk-Administrator