REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, September 24, 2012

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 Electrician Matt Blocker, Water/Waste Water Operator Ryan Skillings, Administrative Coordinator Mike Gerardy, Accountant Stephanie Mann, Interim City Clerk/Administrator Paul Sparks and Secretary Jessica Kohnen. Visitors present: Marci Jensen, Bob Klug, Jim Jennings, Alan Meyer, Chuck Gavin and Caledonia Argus Reporter Clay Schuldt.

AGENDA APPROVAL: A motion was made by Member Vick, seconded by Member Lemke to approve the Agenda with the following additions: Dakota Supply Group Change Order #3 to Old Business and Mike Gerardy's Vacation hours. All members voted in favor and the motion was declared carried.

CONSENT AGENDA: A motion was made by Member Lemke, seconded by Member Fisch, to approve the consent agenda. All members voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS. To approve the minutes of the Regular Meeting held Monday, September 10, 2012.

VISITORS AND COMMUNICATIONS.

A. MARCI JENSEN: Ms. Jensen expressed her disappointed in not being offered the Animal Control position for the City of Caledonia. She asked the Council to give her feedback as to what she was lacking in her qualifications, schooling and experience. Mayor Burns gave his opinion that he felt she was lacking nothing over the other candidate, Nick Rask, whom was chosen as the Animal Control Officer for the City. He said his opinion was that Mr. Rask would be more readily available to answer calls as she is also the animal control officer for the City of Spring Grove and the City of Hokah. Mayor Burns further commented he felt Mr. Rask would handle calls and animals in the same manner as the previous Animal Control Officer Mike Gavin. Ms. Jensen stated that if Mr. Rask should ever resign, she would like to be reconsidered for the position.

B. 2012 ELECTRICAL PROJECT UPDATE

1. MEDIACOM ISSUE: City Electrician Matt Blocker wished to make the Council aware that the contractors, Karian Peterson, are having the same problems with Mediacom as we had last year. Mediacom is not showing up to move their wires off the City poles so the poles can come down. Discussion was held on the Franchise Agreement the City has with Mediacom and what options the City may have. Mr. Blocker said last year Karian Peterson left town and had to come back weeks later to finish the project once Mediacom came to town. He thought the approximate cost to have them do that again would be around $7,000.

2. POTENTIAL OUTAGE: Mr. Blocker shared that Karian Peterson and himself plan to change some parts out at the substation without turning the power off so the lines would remain live. The Council being concerned about personal safety issues asked if the substation should be turned off and have the work done in the overnight hours. Mr. Blocker stated he has no concerns for personal safety; the only issue would be if the line drops or fails, many businesses in the downtown

area will loose power. The Council directed Mr. Blocker that if there are no personal safety issues to do the work during the daytime, making sure the possible affected businesses are notified ahead of time that they may loose power and then re-notified when the work is done.

C. WATER/SEWER DEPARTMENT

1. WATER SERVICE LINE ISSUE: Water / Waste Water Operator Ryan Skillings was present to inform the Council that a week ago Friday Fire Chief Chuck Gavin and himself were up on East Grant Street flushing the hydrant causing some rust or other material to break loose into the service line of the Paul Augedahl home resulting little to no water pressure. Mr. Skillings said they tried several things to fix the issue, with no avail. Mr. Skillings said today Schulze Plumbing and Heating along with the City crew installed 10 feet of copper from the water main on East Caledonia Street and 250 feet of plastic pipe will be laid down to the Augedahl residence and Mr. Augedahl said he would take care of boring the line into the ground himself.

2. PROJECT UPDATE: Mr. Skillings informed the Council that the water meter change out project is going well. Mayor Burns commented that Mathy Construction Company will be in Caledonia the first full week of October paving the street patches that were dug up from Griffin Construction for the Sewer Rehabilitation Project.

D. ADMINISTRATIVE COORDINATOR TOPICS

1. SNOW PLOW PARTS: Administrative Coordinator Mike Gerardy informed the Council that the current 12 foot mold board for the front plow will not work with the new plow truck; therefore an 11 foot mold board will need to be purchased. Mr. Gerardy located one in Little Falls for approximately $3,000. The Council asked if the City can sell the 12 foot mold board; Mr. Gerardy indicated he didn't see why not. Following discussion, a motion was made by Member Vick, seconded by Member Lemke, to authorize the purchase of the 11 foot mold board for the front plow for the approximate price of $3,000, nothing that the price of the board should be added to the Certificate of Indebtedness. All members voted in favor and the motion was declared carried.

2. OLD HIGHWAY DRIVE: Mr. Gerardy presented a quote from Mathy Construction Company to mill Old Highway Drive for a length of 270 feet. Mayor Burns said the City maybe able to shorten the distance of the milling and just smooth out the dips in the road to save money since the City was not sure when or if the County may improve County Road 12 just west of Old Highway Drive. The consensus of the Council was to have Mr. Gerardy meet with Mathy Construction again to see if there are more options and return to the next meeting.

3. WATER MAIN EXTENSION BY CALEDONIA IMPLEMENT: Mr. Gerardy shard that he had been in contact with Davy Engineering regarding some solutions for the water issue at Caledonia Implement. One option was to extend a 6" main from the existing main in Marilouis Court south along the east side of the highway to Caledonia Implement for an estimated cost of $66,250.00. If the Council wished to continue the extension under Highway 44/76 an additional cost of $44,140.00 would need to be included for a total project cost of $110,390.00. Chuck Gavin, property owner, suggested that a line be tapped off the service line of Kid's Corner Daycare Center and bored under the street to his property and he would take care of the new service line to his house and if other property owners

wanted to hook up their service line to his, he would have no problem with this. During discussion, many other options were discussed, the property owners stated they would check on some items and return to a future meeting. No action was taken.

4. SALT SHED APRON: Mr. Gerardy presented a quote from Mathy Construction Company to pave an apron on the salt shed for a cost of $6,514.00; noting there was $7,500.00 included in the 2012 budget for this project. Member Murphy indicated he would like to review the 2012 budget before any expenditure's were approved. Mr. Gerardy reviewed the street department expenses for 2012. City Accountant Stephanie Mann pointed out that the amended 2012 budget will leave a surplus of $91,175.00 Following discussion, a motion was made by Member Lemke, seconded by Member Vick, to authorize Mathy Construction Company to pave the apron on the salt shed at the approximate cost of $6,514.00. Members voting in favor: Lemke, Vick and Fisch. Opposed: Burns and Murphy. The motion was declared carried.

5. KINGSTON STREET: Mayor Burns asked Mr. Gerardy if he thought something should be done to alleviate the water runoff problem on North Kingston Street. Currently the water is running down the road; suggestion was made to put cuts in the road by the Four Seasons Community Center to have the water runoff into the ditches.

6. VACATION HOURS: Mayor Burns explained that Mr. Gerardy was out of town on vacation and he took the City cell phone he carries with him. While away he received seven or eight phone calls; some were only minutes, others were about fifteen minutes. Mr. Gerardy only wrote down time for four of the seven calls, reducing his vacation time by four hours – an hour for each call. Interim City Clerk Sparks felt that he should not have claimed the time since he was on vacation. Mayor Burns asked the Council what their wish was. Member Lemke stated if Mr. Gerardy made himself available, he should be reimbursed. Mr. Gerardy said when former City Clerk Jennifer Feely left he became the point person for the Highway 44/76 MNDOT project, sewer rehab project and the water meter project. A motion was made by Member Lemke, seconded by Member Vick, to pay Mr. Gerardy for the four hours he claimed to answer phone calls while out of town on vacation. Mayor Burns commented the Council may be setting a precedence for all department heads while they are on vacation. Mr. Sparks indicated they may want to set a policy to distinguished which employees would be reimbursed, non-exempt or exempt. All members voted in favor and the motion was declared carried.

E. CITY ACCOUNTANT TOPICS

1. CASH AND INVESTMENTS: City Accountant Stephanie Mann reviewed the cash and investment report for August 2012. Member Murphy would like to see the money the City received from the first draw for the sewer rehab project transferred back to the electric fund to reimburse some of the money that was part of the permanent transfer to the sewer. The consensus of the Council was that due to PFA requirements, the money could not be transferred.

2. BUDGET STATUS: Ms. Mann reviewed the 2012 Budget. Member Fisch asked if any of the budgeted items still needed to be completed prior to the end of the year, especially a new computer for Ms. Mann. No action was taken.

3. BUDGET AMENDMENTS: Ms. Mann reviewed the 2012 Budget Amendments; the net budget surplus after the amendments is $91,175.00. Following discussion, a motion was made by Member Fisch, seconded by Member Vick, to approve the 2012 Budget Amendments. All members voted in favor and the motion was declared carried.

OLD BUSINESS

A. CHANGE ORDER NUMBER #2 AND #3 FOR DAKOTA SUPPLY GROUP: Interim Clerk-Administrator Sparks reviewed Change Order #2 in the amount of $7,851.40 and Change Order #3 in the amount of $1,309.50 for Dakota Supply Group, for the water meter installation. Davy Engineering has reviewed the Change Order's and recommends approval. A motion was made by Mayor Burns, seconded by Member Lemke, to approve Change Order #2 & #3 for Dakota Supply Group. All members voted in favor and the motion was declared carried.

B. COMPUTER SERVICE & MAINTENANCE AGREEMENT: Secretary Jessica Kohnen explained she spoke with Susan Bauer, Affordable Technology and she recommends approving the maintenance agreement for four hours a month at the cost of $75.00 per hour. The time spent would be strictly for maintenance on the City Hall and Police Department servers unless something pertinent came up. Member Fisch suggested the agreement be for two hours of service a month, one month the two hours can be at the Clerk's Office, the following month the two hours can be spent at the Police Department. After discussion, it was agreed to have City Accountant Mann budget for two hours per month at a cost of $75.00 per hour in the 2013 budget. No action was taken on approving the maintenance agreement at this time.

C. CHANGE ORDER NUMBER #1 AND #2 FOR GRIFFIN CONSTRUCTION: Interim Clerk-Administrator Sparks reviewed Change Order #1 in the amount of $1,200.00 and Change Order #2 in the amount of $13,000.00 for Griffin Construction Company, for the Sewer Rehab Project. Davy Engineering has reviewed the Change Order's and recommends approval. A motion was made by Member Fisch, seconded by Member Vick, to approve Change Order #1 and Change Order #2 for Griffin Construction Company. All members voted in favor and the motion was declared carried.

NEW BUSINESS

A. MRWA WATER SPECIALIST CLASS: Interim Clerk-Administrator Sparks shared a request for Ryan Skillings to attend a MRWA Water Specialist Class C & D Exam Refresher October 9 – 11, 2012 in St. Cloud, Minnesota for a cost of $225.00. Mr. Skillings will be able to test for his Class C License at the end of the three day refresher. A motion was made by Mayor Burns, seconded by Member Murphy. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. EMPLOYEE TIME RECORDS: Enclosed with the Agenda was the Employee Time Record for pay period August 20 – September 2, 2012.

B. MINNESOTA FREIGHT ADVISORY COMMITTEE QUARTERLY MEETING: Enclosed with the Agenda was notice of a Minnesota Freight Advisory Committee Quarterly Meeting to be held on October 5th in Rochester. No Council Members indicated they would attend.

C. TIM PENNY OF SEMIF VISIT TO CALEDONIA: Tim Penny from the SEMIF will be in Caledonia on Monday, November 26, 2012 for the Regular Council Meeting.

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 carried to adjourn at 9:45 p.m.

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Robert H. Burns
Mayor

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Paul Sparks
Interim City Clerk/Administrator