

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL  
CITY COUNCIL CHAMBERS, CITY HALL  
CALEDONIA, MINNESOTA  
Monday, August 14, 2017

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

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

ROLL CALL: Council members present: Mayor DeWayne “Tank” Schroeder, Robert Burns, Robert Lemke, Randi Vick, and Paul Fisch (at 6:15 p.m.). City staff present: Stephanie Mann, accountant and deputy clerk; Police Chief Kurt Zehnder; Police Officer Kendra Heim; Police Officer Nathan Pearson. Visitor(s) present: Kenneth and Bonnie Heim; Brenda Beckman; Connie Ranzenberger; Heather Myhre, health educator, Houston County Public Health; Craig Moorhead, *Caledonia Argus*.

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

- a. Approval of minutes from July 24, 2017 regular meeting
- b. Approval of minutes from July 31, 2017 special meeting
- c. Approval of application from American Legion Post 249 to conduct off-site gambling at the Houston County Fairgrounds from Aug. 17-20, 2017

PUBLIC COMMENT: Brenda Beckman and Connie Ranzenberger were present to discuss concerns about the removal of the fence around the City’s property on North Decorah Street where a water tower is located. They had heard that the fence might be coming down and were concerned about possible vandalism and traffic that might use the blacktop to drive through there. Their properties adjoin the City property on the south side, and they would like to see the fence remain for safety reasons. The mayor said he would discuss the situation with City staff.

PRESENTATIONS:

- a. Police Chief Kurt Zehnder
  - i. Swearing-in of Officer Kendra Heim: Police Chief Zehnder introduced new full-time police officer Kendra Heim to the Council. Mayor Schroeder administered the oath of office for Minnesota police officers to Kendra Heim.
  - ii. Award of letter of meritorious service to Officer Nathan Pearson: Police Chief Kurt Zehnder presented Officer Nathan Pearson with a letter of meritorious service for Officer Pearson’s professionalism and bravery on July 31, 2017 when Officer Pearson responded to a call for assistance from the La Crescent Police Department and stopped a vehicle involved in a high-speed chase.
- b. Heather Myhre, Health Educator, Houston County Health Dept.:
  - i. Public health concerns involving e-cigarettes and sampling: Heather Myhre addressed Council about the health concerns involving e-cigarettes and the lack of regulations on e-cigarettes. Ms. Myhre also discussed concerns about marketing e-cigarettes to youth. Ms. Myhre also reviewed recent ordinances on e-cigarettes passed by Houston County.

DEPUTY CLERK:

- a. Updates:

i. Street projects: City Accountant/Deputy Clerk Mann reported that street paving was nearing the final stages. The contractor was finishing up on E. South St. and then had various patches to complete.

ii. E. South Street: Mann reported that Clerk-Administrator Swann was still awaiting an answer from Tim Murphy’s office in regards to whether the road near E. South Street had been vacated and whether the City retained any easements.

**NEW BUSINESS:**

a. Consideration of phone stipend for ambulance director: Council discussed providing the \$25-per-month stipend to Mike Tornstrom for use of his personal cell phone for work-related calls. Member Burns moved to provide a \$25-per-month stipend to the ambulance director. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of owner’s responsibility for commercial rehab projects funded through the Small Cities Development Program: Council discussed the City’s application for a Small Cities Development Program grant and specifically—if the City received an award—whether the City should provide financial assistance to owners of commercial properties who would have to contribute 20% under SCDP guidelines. This information was needed so the City could distribute surveys gauging the interest of property owners in a commercial rehab loan. Member Burns moved to include in the letter that the City would offer a low-interest loan from the EDA of up to 10% of the project. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. First review of proposed General Fund budget for 2018: City Accountant/Deputy Clerk Stephanie Mann presented Council with a draft of the proposed General Fund budget for 2018. Mann reported that she and City staff would be gathering additional information on the capital items and would have more information for the meeting on August 28, 2017. No further action was taken by the Council.

d. Letter of resignation from Jacklyn S. Heiden: Member Fisch moved to accept the letter of resignation from Jacklyn S. Heiden as a casual part-time officer in the Caledonia Police Department. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Overtime report: Members reviewed the overtime report for the pay period July 17-July 30, 2017. No further action was taken by the Council.

f. Prepaid claims: Members reviewed the prepaid claims for the period July 13, 2017-August 11, 2017. Mayor Schroeder moved to approve the prepaid claims listed below. The motion was seconded by Member Burns. All members present voted in favor of the motion, and the motion passed.

American Accounts & Advisers	Amb – Contracted Collection	113.86
Bearbower Painting	Tree Removal 7 Pines S Entrance	350.00
Credit Bureau Data, Inc	Utility Collection Fees	37.50
Elsie’s Bar & Grill	PD – Lunch Chief’s Mtg	74.28
Houston County Sheriff	PD – Training Exp	125.00
Knobloch III, George	Elec Dept – Bal on Acct After	267.13
Storlie Portable Pit Stops LLC	Park Areas – Toilet Rent	110.00
Taylor & City, Samantha	Meter Deposit Refund & Interest	252.52
Zehnder, William T	FD – 2008 Legend Trailer	3,000.00
Breakthru Beverage MN	Liquor Store Inventory	1,207.14
DC Braun Co	Stp – Labor/Services	3,825.00

G & F Distributing	Liquor Store Inventory	407.45
Holmen Youth Baseball	Refund – Ball Reg Fee	75.00
Hoskins Electric Co	Stp – SBR Tank Maint	368.27
Northern Beverage Dist	Liquor Store Inventory	2,711.15
Schott Distributing Co, Inc	Liquor Store Inventory	4,395.15
Southern Glazer’s of MN	Liquor Store Inventory	1,486.14
Commissioner of Revenue	State W/H – Payday	1,960.32
Merchants Bank	Fed/Fica/Med – Payday	10,893.39
Agedahl, Chad	Rec Park – Reim 14/U Tournament Fee	375.00
B & M Service Center	Street Equip – Fuel	11.70
Business Financial Planning	Café Plan Payday	311.53
Caledonia True Value	Mult – Misc	629.71
Expert T. Billing	Amb – Contracted Billing	405.00
Holmen Youth Baseball	Refund – Ball Reg Fee	150.00
Itron, Inc	Utl Readers Service Agreement	2,177.51
Kleinder, Jennifer	Refund Tourney Reg Fee & Tax	75.00
League of MN Cities Ins Trust	Work Comp July 2017 – July 2018	60,467.00
Meyer Brothers, Inc	Storm Drainage, Streets	4,748.00
MN Benefit Association	MBA Payday	35.34
MN Child Support Pmt Ctr	Case ID 001470764201	203.04
Morey, Mike	Reim – 10U Girls Catcher Gear	119.99
NCPERS Minnesota	NCPERS Payday	48.00
Public Emp Retirement Assn	Pera Payday	7,208.54
Shelby Youth Baseball	Refund – Tournament Fee Refund	75.00
Spring Grove, City of	Refund Tourney Reg Fee & Tax	75.00
MN State Retirement System	MNDCP/Roth – Payday	745.00
Ness, Paul	Wage Study – Payment #1	3,505.71
Bonanza Grain, Inc	Mult – Mtls for Main Break	9,089.05
Caledonia Veterinary Clinic	Tax Abatement	1,850.13
Principal Life	Mult – Life/AD&D/Dep Life	476.05
Richard’s Sanitation, LLC	Recycling Billed	7,078.20
Winona Controls, Inc	Stp – Svcs/Labor	46.50
Ability Building Center, Inc	Rec Park – Groundkeeping Crew	57.00
Commissioner of Revenue	Stae W/H – Payday	358.45
Davy Engineering	Cal – Swim Pool Stalking	1,151.28
Merchant’s Bank	Fed/FICA/Med – Payday	4,234.52
MN Municipal Beverage Assn	Annual Assn Dues	600.00
Northern Beverage Dist	Liquor Store Inventory	1,543.05
Schott Distributing Co, Inc	Liquor Store Inventory	2,830.80
Signature Aquatics, LLC	Aquatic Center – Prjt Management	1,800.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	116.20
Wagner, Allison	EDA – Travel Exp	125.05
Artisan Beer Country	Liquor Store Inventory	173.50
Boesen, Dan	Water & Sewer – Travel Exp	16.86
Gerardy, Michael F	Public Works Consulting July	315.00
Holmen Youth Baseball	Refund – Tournament Fee & Tax	150.00
Houston County Human Svcs	Refund – Half Family Pool Pass & Tax	62.50
Jack Neumann Trucking	Liquor – Freight Exp	142.00
Johnson Brothers Liquor Co	Liquor Store Inventory	3,909.24
La Crescent Youth Ball	Refund – Tournament Fees and Tax	75.00
Meyer Concrete LLC	Streets – Curb/Gutter	26,000.00
Minnesota Dept of Health	Streets &WA – Curb, Nelson Op Renewal	46.00

Nelson, Craig T	Water – Travel Exp	18.00
Phillips Wine & Spirits Co	Liquor Store Inventory	1,213.20
Trempealeau Youth Sports Club	Refund – Tournament Fee & Sales Tax	75.00
MN Post Board	Post App – Kendra Heim	90.00
Norton Psychological Services	PD – Preemployment Eval K Heim	250.00
Mayo Clinic	Amb – Bls Hcp Cards	20.00
Meyer Brothers, Inc	Curb Repairs	14,125.00
Breakthru Beverage MN	Liquor Store Inventory	1,410.99
G & F Distributing	Liquor Store Inventory	231.05
Northern Beverage Dist	Liquor Store Inventory	2,237.50
R & B Foods, LLC	Liquor Store Inventory	45.00
Schott Distributing Co, Inc	Liquor Store Inventory	4,267.75
Spring Grove Soda Pop, Inc	Liquor Store Inventory	124.25
MN Dept of Revenue	Sales/Use Tax – July 2017	17,899.00
Business Financial Planning	Café Plan Payday	311.53
Caledonia Police Association	PD Assn Dues – Aug 2017	75.00
Commissioner of Revenue	State W/H – Payday	2,346.44
IUOE Local #49	Union Dues – Aug 2017	414.00
Merchants Bank	Fed/Fica/Med – Payday	13,080.18
MN Child Support Payment Ctr	Case ID 001470764201	203.04
MN State Retirement System	MNDCP/Roth – Payday	745.00
Public Emp Retirement Assn	Pera Payday	8,462.93
Coffield, Mark	PD – Health Insurance	450.00
IUOE Local 49 Benefit Fund	Mult – Health Insurance	24,640.00
Kraus Oil Co Inc	Mult – Fuel	1,160.25
Mayo Clinic	Amb – BLS HCP Card	10.00
Meiners, Robert	Streetscapes – Mural Repair	74.00
Minnesota Energy Resources	Mult – Nat’l Gas	1,544.81
Southern Glazer’s of MN	Liquor Store Inventory	1,844.06
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
US Bank	Aquatic Center – Agent Fee	450.00
Verizon Wireless	Mult – Comm Exp	193.80
Becker, Nathan	Electric – Phone Stipend	25.00
Betz, Mark G	Street – Phone Stipend	25.00
Chosen Valley Testing	Aqu Ctr – Constr Mtls Testing	346.00
Heartland Security Service	Pool – Camera Security Systems	4,375.00
Michael’s Truck Equipment	Water & Sewer – Truck Add-Ons	18,753.95
Neuman Pools, Inc	Cal Aquatic Ctr – Payment #8	4,719.84
Northern Beverage Dist	Liquor Store Inventory	1,263.15
Schott Distributing Co, Inc	Liquor Store Inventory	5,551.65
Schwartz, Dan	Street – Phone Stipend July	25.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	126.00
US Aquatics	Aquatic Ctr – Amended Doc	7,091.00
Visa	Mult – Misc	2,036.87
Wieser Bros Gen Contractor Inc	Aquatic Center – Payment #8	112,201.75
Acentek Ascending Technology	Mult – Comm Exp	1,282.96
Caledonia Oil Co	Mult – Fuel	1,216.06
Expert T. Billing	Ambulance – Contracted Billing	783.00
Mann, Stephanie	2017 Clothing Allowance	60.00
Heiman Fire Equip, Inc	FD – Misc	5,786.07
WS Trucking & Constr LLC	Mult – Misc	5,503.44
Dalco	Pool – T Tissue	17.68

Heim, Kendra	PD – 2017 Uniform Allowance	588.33
Breakthru Beverage MN	Liquor Store Inventory	4,056.18
Johnson Brothers Liquor Co	Liquor Store Inventory	77.40
MN City/County Mgmt Assn	Asst to Adm – Membership	30.00
Northern Beverage Dist	Liquor Store Inventory	1,558.95
Schott Distributing Co, Inc	Liquor Store Inventory	6,643.55
<b>Total:</b>		<b>\$457,677.36</b>

g. Claims payable: Council reviewed the claims payable for August 2017. 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.

Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	486.00
Airgas USA, LLC	Street – Oxygen/Acetylene	146.52
Anchor Industries, Inc	Aquatic Ctr – Funbrellas/Braces	3,460.60
Artic Glacier USA, Inc	Ice	297.63
Auto Value Parts Store	Street – Gloves, SM Tools	62.97
B & D Sealcoating	Park Areas – Sealcoat BB Court	1,000.00
Baker & Taylor Books	Library – Books	284.74
Blackburn MFG Co	Mult – Misc	189.70
Bonanza Grain, Inc	Mult – Misc	955.70
Bound Tree Medical, LLC	Amb – Misc	279.24
Caledonia Lumber Co, Inc	Tree Disp Site – Repair Parts	36.30
Caledonia Oil Co	Amb – Repair/Parts	530.00
Carquest Auto Parts Store	Mult – Misc	458.68
City of Caledonia – Utilities	Mult – Electric, Water, & Sewer	13,356.86
Credit Bureau Data, Inc	Utility Collection Fees	18.75
Dakota Supply Group	Light – Meter Batt	26.72
Dalco	Pool – T Tissue	17.68
Davy Engineering	Stp – Mult	989.15
Davy Laboratories	Stp – Lab	3,364.75
DC Braun Co	Stp – Repair Parts	885.00
E O Johnson Company	Clerk’s Office – Mult Misc	750.82
ECM Publishers, Inc	Mult – Misc	302.80
Eitzen Truck Shop & MFG	Street Equip – Truck 07 Repairs	300.04
Farmers Coop Elevator Co	Mult – Misc	1,055.26
Fastenal Co	Mult – Misc	36.40
First Supply LLC	Stp – Repair Parts	303.06
FS3, Inc	Traffic Eng – Street Signs	308.06
Gopher State One Call	Light – Location Notification	59.40
Hammell & Murphy, PLLP	City of Cal – Prosecution & General	2,972.50
Hawkins, Inc	Pool – Chemicals	2,813.89
Houston County Treasurer	Streets & Traffic Eng – Mult	396.65
Innovative Office Solution LLC	Mult – Office Supplies	28.58
Jeff’s Automotive Repair	Light – Van Repairs/Parts/Maint	296.24
J-Line Design	Water & Sewer – Vehicle Logo/Truck	125.00
Kwik Trip Stores	Public Works – Comm Exp	22.36
League of MN Cities Ins Trust	Policy Period July 2017 to July 2018	80,285.00
Lind Awards & Engraving	Rec Park – Tourney Medals	1,039.50
Mayo Clinic	Amb – Bls HCP Card	10.00
Mienergy Cooperative	Mult – Misc	222,948.28

Minnesota Pipe & Equipment	Water – Repair Parts	704.40
MN Dept of Labor & Industry	City Hall/Library – Elevator	100.00
Moss & Barnett	Mediacom Franchise Renewal	3,773.00
North Shore Analytical, Inc	Stp – Lab/Testing	385.00
RDO Equipment Co	Street Equip – Loader Repairs	1,121.60
Richard’s Sanitation, LLC	Refuse Disposal	280.80
S&S Fleet Service of LaCrosse	Amb – Parts/Labor (#257)	81.59
Schilling Supply Company	Mult – Misc	697.10
Schmitz Refrigeration	City Hall/Library – A/C Repairs	155.00
SE Libraries Cooperating	Library – Auto Fees	577.74
Sema Equipment, Inc	Mult – Misc	75.33
Semnit	Mult – Misc	1,000.00
St Mary’s Auto Body Shop	PD – Tow Fee	100.00
Storlie Portable Pit Stops LLC	Park Areas – Toilet Rent	110.00
Strategic Insights Inc	Clerk’s Office – Software	995.00
Todd’s Towing & Transport	PD – Tow Fee	100.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
United Parcel Service	Light – UPS Fee	14.50
Water Systems Company	Clerk’s Office – Drinking Water	14.70
Zep Sales & Service	Park Areas – Can Liners	233.71
	<b>Total:</b>	<b>\$351,893.38</b>

h. Animals at 323 S. Kingston St.: Member Burns and Member Vick expressed concern about chickens and turkeys running at large at 323 S. Kingston St. The members requested that a letter be sent to the property owners, advising them about City Code Section 92.30.

**ANNOUNCEMENTS:**

a. The next regular Council meeting was scheduled for Monday, August 28, 2017 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 8:12 p.m.

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DeWayne “Tank” Schroeder  
Mayor

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Adam G. Swann  
Clerk-Administrator