

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, February 13, 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 Room 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, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Stephanie Mann, accountant; Adam Swann, clerk-administrator; Allison Wagner, secretary. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; Amanda Ninneman, Hazel Street Creative.

AGENDA: Member Fisch moved to approve the agenda; the motion was seconded by Member Lemke. All members present voted in favor to approve the agenda, and the agenda was approved.

CONSENT AGENDA APPROVAL: Member Burns moved to approve the consent agenda. Member Fisch seconded the motion. The consent agenda was approved 4-0, with Member Vick abstaining because she was not present at the special meeting on February 2, 2017. The consent agenda comprised the following items:

- a. Approval of minutes from January 23, 2017 regular meeting and February 2, 2017 special meeting

PUBLIC COMMENT: None.

PRESENTATIONS:

a. Preview of new City of Caledonia website: City secretary Allison Wagner and Amanda Ninneman of Hazel Street Creative provided Council with a preview of the new City of Caledonia website. Wagner highlighted the new features, including updated information about each City department, a news feed, and a combined Chamber of Commerce and City of Caledonia events calendar—in addition to a new sleek design with community photos. Wagner reported that the new website was expected to launch in a few weeks. Wagner and Ninneman were praised by Council and Clerk-Administrator Swann for their excellent work on the project.

CITY ACCOUNTANT:

a. Cash, investments, and long-term debt: Accountant Stephanie Mann reviewed the cash and investments for the City’s governmental funds and enterprise funds through January 31, 2017, which totaled \$4,699,970.17. Mann reported that this amount would decrease by approximately \$1,000,000 because Dairyland Power was preparing to send the City the final invoice for work on the new Wild Turkey II Substation. Mann reviewed the long-term debt for the City’s governmental and enterprise funds. Mann reported that the City had paid off a \$765,000 general obligation refunding bond (2010A) on February 1, 2017 and would be paying off a \$495,000 general obligation sewer revenue refunding bond (2009A) at the end of 2017.

b. Budget and actuals: Mann reviewed the budget and actuals for the governmental and enterprise funds through December 2016. Mann reported that she was finalizing her journal entries for 2016 and would have more information about the 2016 actuals once this was done.

CLERK-ADMINISTRATOR:

- a. Report on pool progress and funds: Swann reported that as of February 13, 2017, the Caledonia Aquatic Center Fund had \$344,446.47 in cash, \$21,224 of which was restricted for add-on features pursuant to instructions of donors, leaving a net balance of \$323,222.47 in unrestricted cash. Swann further reported that the City's outstanding obligations to current contractors for work on the Caledonia Aquatic Center totaled \$292,351, leaving a balance of \$30,871.47. Swann cautioned, however, that the City would be receiving several change orders (including for a railing and sump pump) and that there would likely be additional change orders prior to project completion. Swann also noted that these project totals did not include the cost of a tot slide, drop slide, or bucket/spray feature. Swann also noted that the City still had to pay for pool furniture and accessories, such as tables, umbrellas, and chairs. As a result, the City was unlikely to have a surplus in the Caledonia Aquatic Center Fund at the end of the project.
- b. Additional updates: Swann reported the following updates: 1) the City would again be participating in the Houston County fluorescent light bulb disposal program, which was scheduled for April 3 for commercial collection and April 8 for residential collection; 2) AcenTek was moving forward on installing the new phones in City facilities; 3) the City was renewing efforts to finalize a new cable franchise agreement with Mediacom; and 4) Zach Swedberg had accepted the full-time police offer position.

NEW BUSINESS:

- a. Consideration of recommendation to hire Craig Wurzel as permanent part-time officer: Swann reported that Police Chief Kurt Zehnder recommended that the City hire Craig Wurzel for the permanent part-time police position. Sgt. Stemper appeared on behalf of the Police Department and Caledonia Police Association and supported the recommendation. Sgt. Stemper requested that the Council authorize Craig Wurzel to work 52 hours every two weeks rather than the 46 hours approved for the position at the Council meeting on January 9, 2017. The Members questioned Sgt. Stemper about the permanent part-time officer's weekly shifts and the need for the additional hours. Sgt. Stemper reported that the additional hours were needed to provide 24-hour coverage and provide some overlap in coverage on Friday and Saturday nights. Sgt. Stemper further reported that the permanent part-time position had previously been assigned 62 hours per pay period and this should have been reduced by 10 hours rather than 16 hours when the City added 10 hours to the 70-hour permanent part-time position and created the full-time officer position. Member Burns moved to allow the permanent part-time officer to work up to 52 hours per pay period. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

Member Burns moved to hire Craig Wurzel as the 52-hour permanent part-time police officer. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

- b. Review of 2017 budgets for enterprise and special revenue funds: Members reviewed and discussed the proposed budgets for the enterprise and special revenue funds: the Ambulance Fund, Water Utility Fund, Sewer Utility Fund, Houston County Collection Site Fund, Light Department Fund, Liquor Fund, and EDA Revolving Loan Fund. Members reviewed the capital equipment requests and asked for additional information. No further action was taken by the Council.

- c. Credit card fees: Members reviewed and discussed a proposal from Merchants Bank to provide credit card processing services for the Clerk's Office and Caledonia Liquor Store. The consensus of the Council was that the City should also obtain a proposal from Eitzen State Bank prior to making a decision. No further action was taken by the Council.

d. Pool add-on features: Swann reported that the drop slide for the pool needed to be ordered in order to obtain it in time for the pool opening. Swann reported that \$18,809 had been raised from private donations. Members reviewed and discussed whether to purchase the standard polyethylene model from Natural Structures for \$27,150 or whether to purchase the upgrades—which included a fiberglass flume and 316 stainless steel—for a total of \$40,567. Member Burns moved to purchase the standard polyethylene slide for \$27,150. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed. The consensus of the Council was that if additional funds were not raised towards the cost of the drop slide, the City would contribute the difference.

e. Overtime reports: Members reviewed the overtime report for the pay period January 16, 2017 through January 29, 2017. No further action was taken by the Council.

f. Prepaid claims: Members reviewed the prepaid claims for the period January 11, 2017 through February 10, 2017. Member Fisch moved to approve the prepaid claims listed below. The motion was seconded by Member Vick. All members present voted in favor of the motion, and the motion passed.

Baker & Taylor Books	Library – Books (Ho Co Funding)	147.01
Expert T Billing	Ambulance – Contracted Billing	675.00
Jack Neumann Trucking	Liquor – Freight Exp	244.00
Johnson Brothers Liquor Co	Liquor Store Inventory	6,139.19
Northern Beverage Dist	Liquor Store Inventory	2,509.80
Phillips Wine & Spirits Co	Liquor Store Inventory	3,956.32
Richard’s Sanitation, LLC	Refuse Disposal	323.55
Wieser Bros Gen Contractor	Aquatic Center – Payment #7	15,610.51
Wine Merchants	Liquor Store Inventory	72.00
Kraus Oil Co Inc	Mult – Fuel	1,062.00
Meyer’s Lawn Service	Streets – Snow Removal Assist	150.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Viking Electric Supply	Light – Inventory	224.64
Breakthru Beverage MN	Liquor Store Inventory	1,439.22
Civic Systems, LLC	Semi-Ann Support Jan-June 20	2,575.00
G & F Distributing	Liquor Store Inventory	395.20
Houston County Attorney	Contr Victim/Witness Office	2,000.00
League of MN Cities Ins. Trust	Street Dept – Claim # 25229	626.34
Schott Distributing Co, Inc	Liquor Store Inventory	2,328.10
Sheehan Sales	Mult – Tire Chains	1,055.40
Spring Grove Soda Pop, Inc	Liquor Store Inventory	37.00
Business Financial Planning	Café Plan Payday	311.53
Commissioner of Revenue	State W/H – Payday	1,885.76
Merchant’s Bank	Fed/Fica/Med-Payday	9,987.90
MN Benefit Association	MBA Payday	35.34
MN Child Support Pmt Ctr	1 Case Id	203.04
MN State Retirement System	MNDCP/Roth – Payday	745.00
NCPERS Minnesota	NCPERS Payday	48.00
Public Emp Retirement Assn	Pera Payday	7,988.39
Boesen, Dan	Personal Phone Stipend	25.00
Caledonia Oil Co	Mult – Fuel	1,222.62
Caledonia True Value	Mult – Misc	261.28
Eitzen State Bank	Cert of Indebt 2009 & 2013	28,895.58
Gopher State One Call	Light – 2017 Annual User Fee	100.00
Hammell & Murphy, PLLP	EDA – Legal Fees	3,075.00

Houston County Treasurer	Ho Co Coll Site Feb 2017	4,686.50
MN Municipal Utilities Assn	Light – 2017 Membership Dues	4,203.00
Myhre Construction LLC	Kraus Pressure Sewer Ext	441.27
Nelson, Craig T	Personal Phone Stipend	25.00
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Richard’s Sanitation, LLC	Recycling – Collections	531.45
Southern Glazer’s of MN	Liquor Store Inventory	2,029.07
B & M Service Center	Street Equip – Fuel	122.08
Prince & City, Trent	Meter Deposit Refund & Interest	251.48
Ranzenberger Family, Audrey	Meter Deposit Refund & Interest	251.50
Sema Equipment, Inc	Street Equip – JD Utility	10,386.93
Principal Life	Mult– Life/AD&D/Dep Life	501.44
Schilling Supply Company	Mult-Misc	122.75
Signature Aquatics, LLC	Aquatic Center – Prjt Manager	7,600.00
Business Financial Planning	Flex Plan – Adm Fees Jul-Dec 20	90.00
Coulee Trophy & Sport	Amb – Emp Recognition Plaques	73.85
EMS Regulatory Board	Amb – Renew Education Progr	100.00
Midwest Wheel Companies	Mult – Tire Chains	568.03
P & H Services	Amb – Antenna	26.08
Rochester, City of	Reg Fee – Annual Mtg	105.00
Schott Distributing Co, Inc	Liquor Store Inventory	1,237.65
Spring Grove Soda Pop, Inc	Liquor Store Inventory	134.15
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Winona Controls, Inc	Mult – Labor/Repairs	1,046.01
Ziebell’s Hiawatha Foods, Inc	Liquor Store – Inventory	83.23
H & L Mesabi	Street Equip – Sweeper Repairs	182.42
Mac Queen Equipment Inc	Street Equip – Sweeper Repairs	12,186.32
Northern Beverage Dist	Liquor Store Inventory	2,759.60
Northern Safety Co, Inc	Light – Mtls for Substation	68.26
Smith Schafer & Associates	Annual Audit 2016	3,750.00
Commissioner of Revenue	State W/H – Payday	1,933.71
Merchant’s Bank	Fed/Fica/Med – Payday	10,128.59
MN State Retirement System	MNDCP/Roth – Payday	745.00
Public Emp Retirement Assn	Pera Payday	7,967.39
Breakthru Beverage MN	Liquor Store Inventory	230.23
Business Financial Planning	Café Plan Payday	311.53
Caledonia Chamber of Comm	Liquor Store Mgr – Membership	175.00
Compass Minerals America	Mult – Winter Maint Mtls	14,048.94
G & F Distributing	Liquor Store Inventory	286.65
Houston County Treasurer	Recording Fee – H&R Enterprise & LCAM	92.00
Made in the Shade Enterprises	Amb – Uniforms	1,155.00
Mayo Clinic	Amb – BLS HCP Cards	115.00
Meyer’s Lawn Service	Streets – Snow Removal Assistance	150.00
MN Child Support Payment	1 Case Id	203.04
MN Dept of Revenue	Sales/Use Tax – January 2017	16,416.00
Richard’s Sanitation, LLC	Recycling – Collections	7,086.60
Schott Distributing Co, Inc	Liquor Store Inventory	5,242.00
Schwartz, Dan	Street Dept – 2017 Uniform Allowance	125.00
Southern Glazer’s of MN	Liquor Store Inventory	1,960.40
Spring Grove Soda Pop, Inc	Liquor Store Inventory	36.50
Verizon Wireless	Mult – Comm Exp	162.73
Commissioner of Revenue	State W/H – Payday	232.26

Merchant's Bank	Fed/Fica/Med – Payday	1,332.46
Acentek Ascending Technology	Mult – Comm Exp	1,108.85
Coffield, Mark	Pd – Health Insurance	450.00
Kraus Oil Co Inc	Steet Equip – Diesel	991.90
Minnesota Energy Resources	City Hall – Mult	5,412.05
Public Emp Retirement Assn	Pera Payday	897.75
Ranzenberger, Dorothy	Clothing Allowance	60.00
Visa	Mult – Misc	1,070.36
Minnesota DNR – OMB	Water Permit	436.45
R & B Foods, LLC	Liquor Store Inventory	45.00
Schott Distributing Co, Inc	Liquor Store Inventory	2,443.35
Spring Grove Soda Pop	Liquor Store Inventory	54.75
Swann, Adam G	Clerk/Adm – Travel Exp	79.50
IUOE Local 49 Benefit Fund	Mult – Health Ins	24,485.00
Jack Neumann Trucking	Liquor – Freight Exp	228.00
Johnson Brothers Liquor Co	Liquor Store Inventory	5,750.40
Phillips Wine & Spirits Co	Liquor Store Inventory	3,242.65
Center Point Large Print	Library – Books	64.87
Stemper, James	2017 Uniform Allowance	128.71
Davy Engineering	Cal – Swim Pool Constr Phase	903.75
Swedberg, Zackary L	PD – 2017 Uniform Allowance	298.95
Breakthru Beverage MN	Liquor Store Inventory	1,609.65
G & F Distributing	Liquor Store Inventory	370.95
Northern Beverage Dist	Liquor Store Inventory	1,517.10
Schott Distributing Co, Inc	Liquor Store Inventory	2,195.15
Spring Grove Soda Pop, Inc	Liquor Store Inventory	102.40
Ziebell's Hiawatha Foods, Inc	Liquor Store Inventory	20.23
	Total:	\$274,596.59

g. Claims payable: Council reviewed the claims payable for February 2017. Member Burns moved to approve payment of the claims listed below. The motion was seconded by Member Vick. All members present voted in favor of the motion, and the motion passed.

Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	162.00
Airgas USA, LLC	Street – Oxygen/Acetylene	146.52
American Lock & Key	Mult – Door/Lock Repair	149.00
Artic Glacier USA, Inc	Ice	28.84
Auto Value Parts Store	Mult – Misc	90.98
Baker & Taylor Books	Library – Books	239.17
Banyon Data	UB Meter Support	295.00
Becker & Stemper Electric	Aud – Light Fixture Repair	128.68
Bonanza Grain, Inc	Street & Water – Maint, Main Break	510.30
Bound Tree Medical, LLC	Amb – Misc	586.55
Caledonia Implement Co	Light – Misc Parts	11.94
Caledonia Oil Co	Amb - #257 Maint/Repairs	716.00
Carquest Auto Parts Store	Mult – Ice Melt, Parts	161.57
City of Caledonia – Utilities	Mult – Electric, Water, Sewer	11,814.02
Communications Service WI	Amb – Radio Maint/Repair	47.50
Dalco	City Hall – Misc	186.02
Davy Engineering	Cal – Kraus Oil Sewer Ext Prjt	355.42
Davy Laboratories	Stp – Lab	1,647.25

DC Braun Co	Stp – Labor/Services	3,265.00
E O Johnson Company	Mult – Copier Agr	468.47
ECM Publishers, Inc	Mult – Misc	437.90
Electric Pump	Stp – Repair Parts	1,290.85
Fastenal Co	Stp – Repair Parts	22.95
Gopher State One Call	Light – Location Notifications	9.45
Hammell & Murphy, PLLP	City of Cal – General Matters	3,953.50
Hawkins, Inc	Mult – Chemicals	1,166.37
Innovative Office Solutions	Clerk’s Office – Office Supplies	541.26
Jack Neumann Trucking	Liquor – Freight Exp	52.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,612.50
Lackore Electric Motor Repair	Stp – Parts	40.50
Matco Tools	Street Dept-Tools	177.95
Mathy Construction Co	Streets – Patching Mtls	202.52
Mayo Clinic	Amb – BLS HCP Cards	30.00
Mcmaster – Carr Supply Co	Water Dept – Repair Parts	11.21
Menard’s	Light Dept – Step Ladder	79.96
Midwest Leak Detection	Water – Locate Break East St	370.00
Mienergy Coopertive	Mult – Electric Energy and Lighting	200,360.22
Mississippi Welders Supply Co	Amb – Oxygen	138.07
Municipal Pipe Tool Co	Jet Clean Sanitary Sewer/Lift S	8,760.44
Oesterle, Gary	City Shop Door Install	156.23
Pearson Education	Amb – Educational Mtls	443.82
Richard’s Sanitation, LLC	Refuse Disposal	189.54
Ronco Engineering Sales, Inc	Re-Stock Fee for Merch Return	32.39
Schilling Supply Co	Liquor Store – T Tissue/Paper	210.50
SE Libraries Cooperating	Library – Overdrive 2017	1,474.34
Sema Equipment, Inc	Street Equip – Mult	599.07
Semnit	Mult – Tech Svces	920.00
Star Energy Services	Light – Substation Project	2,576.22
Titan Machinery Inc	Street – Snowblower Cutting Edge	921.87
Todd’s Towing & Transport	PD – Tow Fee	200.00
USA Bluebook	Stp – Misc	280.49
Water Systems Company	Clerk’s Office – Drinking Water	7.36
Wiebke Tire & Exhaust, LLC	Water – Tire Repair	20.00
Zenke Incorporated	Water – Repair Main Break	810.00
	Total:	\$249,109.71

ANNOUNCEMENTS: The next regular Council meeting will be on Monday, February 27, 2017 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch, seconded by Member Vick. All members present voted in favor, and the motion was declared carried to adjourn at 9:14 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator