

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, March 13, 2017

CALL TO ORDER: Following due call and notice thereof, Mayor Schroeder called the meeting to order at 6:01 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; Mike Tornstrom, ambulance director. Visitor(s) present: Craig Moorhead, *Caledonia Argus*.

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

- a. Approval of minutes from February 27, 2017 regular meeting
- b. Approval of Troy Winjum as member of Caledonia Fire Department

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

a. Pool staffing: Clerk-administrator Swann reported that based upon recommendations from the City Council Personnel Committee the City had hired Ella Pieper as the pool manager for the summer and Maria Schieber and Thomas Jergenson as assistant managers. Swann further reported that job offers had been mailed to lifeguard applicants.

b. Additional updates: Swann reported that the new City website was going to be operational by the end of the week.

UNFINISHED BUSINESS:

a. Credit card processing services and fees: Council reviewed quotes from Merchants Bank and Eitzen State Bank for the cost of providing credit card processing services at City Hall and the Municipal Liquor Store. Mayor Schroeder moved to utilize Merchants Bank for credit card processing services at City Hall and the Municipal Liquor Store. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Liquor store improvements: Council reviewed two quotes to install new flooring at the Municipal Liquor Store. One was a quote in the amount of \$14,609.14 from Midwest Installations, LLC to install tile and the other was a quote from Polytek Surface Coatings in the amount of \$11,651 to install epoxy flooring. Member Burns moved to authorize Liquor Store Manager Patty Gavin to pick either of the flooring options not to exceed \$15,000. Member Lemke seconded the motion. The motion passed 4-1, with Member Vick voting against the motion.

c. Truck and boom for Sewer Department: Council reviewed quotes for a new truck and boom for the Sewer Department. The City received a quote of \$29,388 for a 2017 F-150 from the Minnesota Rural Water Association and a quote of \$34,950 for a 2017 Chevy Silverado from O.C. Ellingson, Inc. The City received a quote for a box and boom from Aspen Equipment in the amount of \$13,976 and a quote for a box and boom from Michael’s Truck Equipment in the amount of \$13,175. Member Burns moved to

accept the quote for a Ford truck from the Minnesota Rural Water Association and a quote for the box and boom from Michael's Truck Equipment. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Consideration of recommendation from Caledonia EDA to hire part-time EDA director: Council discussed a recommendation from the Caledonia EDA to hire a part-time EDA director. No further action was taken by the Council.

NEW BUSINESS

a. Six-month review of ambulance director: Swann distributed a performance evaluation for Ambulance Director Mike Tornstrom and reported that Tornstrom was doing well and that the department had been running more smoothly since his hiring as full-time director. Tornstrom requested that the Council allow him to use his flex time during a pay period rather than during the week it was earned. Member Burns moved to increase Tornstrom's salary to \$60,000 per year, pursuant to the terms of his offer of employment, and to allow Tornstrom to use flex time during the pay period it was earned. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Water rates: City Accountant Stephanie Mann reported on the Water Fund's revenues and expenses for 2016. Mann distributed rate calculations showing the water rates needed to cover operating and maintenance expenses, distribution system replacement and water replacement, and debt repayments. Council reviewed and discussed the 2016 financials and rate calculations. Member Burns moved to increase fixed water meter charges as presented to increase the reserve for distribution system replacement and water replacement by \$25,000 per year and to increase variable volumetric charges from \$1.89 to \$2.00 per 1000 gallons. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Pool add-on features: Swann reported that it would cost the City an extra \$19,239 for a tot slide and a water bucket/spray feature, but the City could use \$15,000 budgeted for funbrellas, tables, and chairs, leaving a shortfall of approximately \$4,239. Swann further reported that the City might raise additional funds by the end of the week, but the City needed to proceed with ordering these features if the City wanted to have them in time for the pool opening. Member Burns moved to authorize the City to acquire the tot slide and water bucket/spray feature, with the understanding that the City might need to allocate City funds to help cover the cost. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. Overtime report: Council reviewed the overtime report for the pay period February 13-26, 2017. No further action was taken by the Council.

e. Prepaid claims: Council reviewed the prepaid claims for the period February 15, 2017 through March 10, 2017. Member Burns 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.

Caledonia True Value	PD/Amb – Vac	110.98
Custom Cage	Cage For 2017 Ford F-150	740.00
Expert T. Billing	Amb – Contracted Billing	837.00
First Supply LLC	Water – Hydrant Repair Parts	138.45
Johnson Brothers Liquor	Liquor Store Inventory	4,109.20
Kraus Oil Co Inc	Mult – Fuel	1,044.00

MN State Retirement System	MNDCP/Roth – Payday 2/14/17	745.00
Phillips Wine & Spirits Co	Liquor Store Inventory	1,733.04
R C T Sewer & Vac	Sewer – Clean/Camera	2,157.61
RESCO	Light – Misc	1,202.18
Schmidt, Joannie E	Amb – Mileage Reim	19.26
B & M Service Center	Street Equip – Fuel	63.19
Backman, Gerald	Utility Account Refund & Interest	314.19
Bank of Zumbrota	Stp – Te Micro Loans	15,705.00
Boesen, Dan	Personal Phone Stipend	25.00
Bound Tree Medical, LLC	Amb – Misc	98.27
Digital Ally, Inc	PD – (2) Standard Belt Clips	30.00
H & L Mesabi	Street Equip – Plow Blades Tr	845.15
Hoppe & City, Caitlyn	Meter Deposit Refund & Interest	251.07
Houston County Treasurer	Ho Co Coll Site Mar 2017	4,686.50
Jack Neumann Trucking	Liquor – Freight Exp	148.00
League of Minnesota Cities	Reg Fee – K Zehnder	20.00
Mauss & City, Jacob	Meter Deposit Refund & Interest	251.75
Miles & City, Benjamin	Meter Deposit Refund & Interest	250.27
MN Chiefs of Police Assn	PD – Conf Reg Chief Zehnder	425.00
Nelson, Craig T	Personal Phone Stipend Feb	25.00
Precision Office Machines	Clerk’s Office – Register Main	58.00
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Wurzel, Craig	PD – Reim Meals @ Training	-22.36
Great Lakes Coco-Cola Distr	Liquor Store Inventory	237.66
Schott Distributing Co, Inc	Liquor Store Inventory	4,007.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	37.50
Principal Life	Mult – Life/Ad&D/Dep Life	501.44
Schmidt, Larry	Garage Door Repairs	452.75
Artic Glacier USA, Inc	Ice	41.12
Breakthru Beverage MN	Liquor Store Inventory	1,353.91
G & F Distributing	Liquor Store Inventory	314.25
Northern Beverage Dist	Liquor Store Inventory	1,167.10
Schott Distributing Co, Inc	Liquor Store Inventory	3,504.45
Spring Grove Soda Pop, Inc	Liquor Store Inventory	37.50
Commissioner of Revenue	State W/H – Payday	1,836.13
Merchants Bank	Fed/Fica/Med – Payday	9,691.50
Public Emp Retirement Assn	Pera Payday	7,968.95
Business Financial Planning	Café Plan Payday	311.53
Caledonia Econ Develop Auth	Transfer from City General Fund	2,991.00
Dalco	Mult – Misc	244.76
Houston County Treasurer	TIF Distr Charges Spcl Assess	268.90
Mayo Clinic	Amb – CPR Cards	100.00
MN Benefit Assn	MBA Payday 2/28/17	35.34
MN Child Support Pmt Ctr	1 Case Id	203.04
MN Dept of Revenue	Sales/Use Tax – Feb 2017	18,944.00
MN State Retirement System	MNDCP/Roth – Payday	745.00
Moss & Barnett	Mediacom Franchise Renewal	87.50
NCPERS Minnesota	NCPERS Payday	48.00
Richard’s Sanitation, LLC	Recycling – Collections	7,105.20
Signature Aquatics, LLC	Aquatic Center – Prjt Manager	2,000.00
Stemper, James	PD _ Reim Misc	52.74
Visa	Amb – Misc	1,071.43

Acentek Ascending Tech	Mult – Comm Exp	1,047.47
Commissioner of Revenue	Sate W/H – Payday	220.97
Gerardy, Michael F	Adm Cord – 2017 Uniform Allowance	125.00
Mayo Clinic	Amb – Heartsaver First Aid	60.00
Merchants Bank	FED/FICA/MED – Payday	1,166.48
Minnesota Energy Resources	City Hall – Nat’l Gas	3,964.49
Visa	Mult – Tools, Equipment, Uniform Emb	1,071.43
Acentek Ascending Tech	Mult – Comm Exp	1,047.47
Commissioner of Revenue	State W/H – Payday	220.97
Gerardy, Michael F	Adm Cord – 2017 Uniform Allowance	125.00
Mayo Clinic	Amb – Heartsaver First Aid	60.00
Merchant’s Bank	Fed/FICA/Med – Payday	1,166.48
Minnesota Energy Resources	City Hall – Nat’l Gas	3,964.49
Public Emp Retirement Assn	Pera Payday 3/2/2017	747.83
United Parcel Service	Light – UPS Fee	260.16
Verizon Wireless	Amb – Comm Exp	193.47
Coffield, Mark	PD – Health Insurance	450.00
Riverland Community College	FD – Hazmat Operations	375.00
Schott Distributing Co, Inc	Liquor Store Inventory	6,030.60
Zehnder, Kurt	PD – Reim Gas \$ To Pick Up New	57.26
IUOE Local 49 Benefit Fund	Mult – Health Insurance	24,485.00
J-Line Design	PD – Truck Graphic Kit	390.00
Nelson Auto Center	PD – 2017 4WD Crew Cab	30,799.21
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Jack Neumann Trucking	Liquor – Freight Exp	94.00
Phillips Wine & Spirits Co	Liquor Store Inventory	1,845.40
Swedberg, Zachary L	PD – Reim Standard Issue, Uniform Allow	565.78
Schroeder, Robert	Election Judge	45.00
Houston County Treasurer	Recording Fee – LCAM & Mike Rogich	92.00
Breakthru Beverage MN	Liquor Store Inventory	712.00
G & F Distributing	Liquor Store Inventory	260.70
MN Dept of Labor & Industry	Liquor Store Inventory	20.00
Northern Beverage Dist	Liquor Store Inventory	3,317.05
Paustis Wine Company	Liquor Store Inventory	459.00
Schott Distributing Co, Inc	Liquor Store Inventory	2,577.80
Spring Grove Soda Pop, Inc	Liquor Store Inventory	151.40
DALCO	Rugs/Mats – PD/Amb & Auditorium	236.97
Pearson, Nathan	PD – 2017 Uniform Allowance	37.90
Wagner, Allison	2017 Clothing Allowance	60.00
	Total:	<u>\$182,520.75</u>

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

Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	94.50
Adamson Industries Corp	PD – Pick- Up Headlight Flasher	74.95
Airgas USA, LLC	Street – Oxygen/Acetylene	132.51
Allstar Engines, LLC	Street Equip – Repair Parts	138.93
Ashbacher, Randall	FD – Reim Fuel Exp	50.21
Auto Value Parts Store	Street Equip – Repair Parts	193.09

Baker & Taylor Books	Library – Books	287.13
Bonanza Grain, Inc	Tree Disp Site – Maint Mtls	765.60
Bound Tree Medical, LLC	Ambulance – Misc Supplies	82.18
Buttell’s Lighting	Mult – Misc	237.75
Caledonia Haulers	Street Equip – Repair Parts	16.83
Caledonia Lumber Co, Inc	Mult – Knob/Lock Gas Pump	204.40
Caledonia Oil Co	PD – Car 22 Maint	54.10
Caledonia True Value	Mult – Misc	308.58
Carquest Auto Parts Store	Mult – Misc	174.88
City of Caledonia – Utilities	Mult – Misc	10,453.44
Coaching Systems, LLC	Amb – Cevo Instr Kit/Resp Book	497.74
Colibri Systems North America	Library – Books Covers	220.00
Communications Service WI	Mult – Radio Repair and Parts	747.50
Dalco	City Hall & Aud – Shovel	55.42
Davy Engineering	Mult – Misc	1,299.29
Davy Laboratories	Stp – Lab	1,986.25
DC Braun Co	DC Braun Co	1,950.00
E O Johnson Company	Mult – Copier Agr	468.47
Earl F Andersen	Traffic Eng – Street Signs/Posts	742.35
ECM Publishers, Inc	Mult – Misc	810.40
Expert T. Billing	Amb – Contracted Billing	594.00
Farmers Coop Elevator Co	Light Dept – Shovel	96.19
Fastenal Co	Street Equip – Repair Parts	94.42
First Supply Co	City Hall – Drinking Foundation	550.97
Galls, LLC	PD – Light Kit For Pick Up	316.78
Gopher State One Call	Light – Location Notifications	5.40
Greg Balfany Music	Music in the Park	2,600.00
Hammell & Murphy, PLLP	City of Cal – General Matters	6,468.75
Hawkins, Inc	Stp – Chemicals	5.00
Innovative Office Solution	Mult – Office Supplies	60.54
Kemske Paper Company	Clerk’s Office – Receipt Books	357.45
Ken’s Service Center	FD – Winch Out Fire Truck	300.00
Kwik Trip Stores	PD – Misc	2.41
Mathy Construction Co	Streets – Cold Mix Patching	340.71
Mayo Clinic	Amb – BLS Provider Cards	60.00
Mienergy Cooperative	Light – Misc	170,938.79
Minnesota Dept of Commerce	Light – 4 th Qtr Fiscal Yr 2017	501.35
Minnesota Dept of Health	Water Svc Conn Fee	1,809.00
Mississippi Welders Supply	Amb – Misc	140.05
Moss & Barnett	Mediacom Franchise Renewal	1,072.00
R C T Sewer & Vac	Sewer – Clean/Video	3,270.54
Richard’s Sanitation, LLC	Refuse Disposal	134.55
Schilling Supply Company	Clerk’s Office – Copy Paper	111.31
SE Libraries Cooperating	Library – Travel Exp	814.64
Sema Equipment, Inc	Street Equip – Misc	710.90
St. Mary Auto Body Shop	PD – Tow Fee	300.00
St of MN Dept of Public Safety	Misc – Chemical Inv Fee	400.00
Star Energy Services	Light – Project	850.00
Stuart C Irby Co	Light – Misc	850.06
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
True Brands	Liquor Store Inventory	197.32
Water Systems Company	Clerk’s Office – Drinking Water	14.70

Zep Sales & Service	Park Areas – Can Liners	157.47
Caledonia Fire Dept	Fire Aid/Supp Fire Aid	30,540.50
Davy Laboratories	Stp – Lab & Sludge Analysis	<u>1,610.72</u>
	Total:	\$248,573.02

ANNOUNCEMENTS: The next regular Council meeting was scheduled for Monday, March 27, 2017 at 6:00 p.m., and the Chamber of Commerce’s second annual Unity in the Community was scheduled for March 21, 2017 at 5:00 p.m. at Good Times Restaurant and Bar.

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 8:18 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator