

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, April 10, 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. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; Thomas H. Wentz, Smith Schafer & Associates, Ltd.

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 was passed. The consent agenda comprised the following items:

- a. Approval of minutes from March 27, 2017 regular meeting
- b. Accept resignation of Talman Wiles as part-time officer for Caledonia Police Department
- c. Approval of following street closures for Founder’s Day Weekend on June 17-18, 2017 from 8 a.m. to 2 a.m.:
 - i. E. Main St. from Kingston St. to Pine St.
 - ii. N. Marshall St. from E. Main St. to E. Lincoln St.
 - iii. E. Lincoln St. from N. Marshall St. to N. Pine St.
- d. Approval of zoning permit application by Caledonia Haulers, Inc. for construction of 24’ x 74’ canopy/shed over scale on property at 420 W. Lincoln St. (Parcel ID 210909000)

PUBLIC COMMENT: None.

PRESENTATIONS:

- a. Thomas W. Wentz, Principal, Smith Schafer & Associates, Ltd.
 - i. City of Caledonia financial summary for 2016: Mr. Wentz reported on the results of the independent audit of the City’s finances for 2016. Wentz praised the work of City Accountant Stephanie Mann. Wentz reported on the revenues and expenses of the governmental funds, special revenue fund, and enterprise funds. Wentz noted that the unassigned fund balance in the General Fund was \$1,070,007, which was 56% of the 2016 General Fund expenditures, an increase from 53% in 2015. Wentz also noted that the local government aid the City received from the State of Minnesota exceeded the City’s property taxes. Wentz reviewed the cash, investments, bonds, and notes for the City’s governmental funds, special revenue fund, and enterprise funds. Wentz reported that the profitability of the City’s enterprise funds was reduced by the requirement to account for their respective portion of the Public Employees Retirement Association of Minnesota underfunding.

CLERK-ADMINISTRATOR:

- a. Financial incentives for Tactacam: Clerk-administrator Swann reported that the City had closed on a 10-year, \$80,000 loan to JBB Real Estate, LLC to support a renovation and expansion project at 110 N. Sunset Boulevard. Each yearly loan repayment would be forgiven if Tactacam, a lessee of the property, employed 10 full-time employees at a wage of at least \$12 per hour.

NEW BUSINESS:

- a. Review of public nuisances at 324 W. Main St.: Swann reported that conditions at 324 W. Main St. appeared to constitute a public nuisance under City Code. Members reviewed photos of the property, and based upon observations of Swann and Police Chief Kurt Zehnder, determined that nuisances were present on the property and ordered that the nuisances be eliminated within two weeks (from receipt of notice) or the City would take action to remove the nuisances. Member Burns moved to approve the motion. Member Fisch seconded the motion All members present voted in favor of the motion, and the motion passed.

- b. Ordinance 2017-001: An Ordinance Repealing and Replacing City Code §§ 74.11, 74.12, and 74.13 Pertaining to the Use of Recreational Motorized Vehicles: Council reviewed and discussed Ordinance 2017-001, an ordinance repealing and replacing City Code §§ 74.11, 74.12, and 74.13 pertaining to the use of recreational motorized vehicles in the City. Member Vick moved to amend the ordinance by eliminating § 74.11(D). Member Burns seconded the motion. All members present voted in favor of the motion, and the motion to amend was approved. No further action was taken by the Council.

- c. Library survey: Member Fisch reported that the Caledonia Public Library was going to be distributing a survey with public utilities bills in an attempt to better understand the needs of the community and improve the library’s services.

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

- e. Prepaid claims: Members reviewed the prepaid claims for the period March 15, 2017 through April 7, 2017. Mayor Schroeder 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.

Business Financial Planning	Café Plan Payday 3/14/17	311.53
Caledonia Police Association	PD Assn Dues – March 2017	110.00
Commissioner of Revenue	State W/H – Payday	1,783.42
IUOE Local #49	Union Dues – March 2017	442.00
Merchants Bank	Fed/Fica/Med – Payday	9,358.79
MN Child Support Pmt Center	1 Case ID	203.04
MN State Retirement System	MNDCP/Roth – Payday	745.00
Public Emp Retirement System	Pera Payday 3/14/2017	7,731.40
BDS Laundry Systems	Fire Dept – Gear Washer	7,796.00
Bearbower Painting	Tree Removal	1,800.00
Caledonia Oil Co	Mult – Fuel	1,167.40
Hazel Street Creative	Bal on Cal Website Re-Deign	1,100.00
Kraus Oil Co Inc	Intercept Fee Run	1,087.75
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Boesen, Dan	Personal Phone Stipend	25.00
Bound Tree Medical, LLC	Ambulance – Misc Supplies	8.49
Caledonia Fire Dept Relief Assn	Relief Assn	600.00
Crisco & City, Elaine	Meter Deposit Refund & Interest	196.36
Cirsco & City, Timothy	Meter Deposit Refund & Interest	250.54
Fastenal Co	Street – Misc Parts	38.86
Groves & City, Corey	Meter Deposit Refund & Interest	250.84
Houston County Treasurer	Ho Co Coll Site April 2017	4,686.50
Nelson, Craig	Personal Phone Stipend March	25.00

Phillips Wine & Spirits	Liquor Store Inventory	228.16
Rask, Nicholas D	Animal Control – Rent/Misc	75.00
Schmitz & City, Melville	Meter Deposit Refund & Interest	250.74
Stuart C Irby Co	Light – Tools	1,933.01
Terex Services	Light Dept – Boom Inspec Truck	1,813.83
Jack Neumann Trucking	Liquor – Freight Exp	92.00
Johnson Brothers Liquor Co	Liquor Store Inventory	1,621.81
Phillips Wine & Spirits Co	Liquor Store Inventory	1,207.31
Principal Life	Mult – Life/Ad&D/Dep Life	526.83
Schott Distributing Co, Inc	Liquor Store Inventory	1,404.60
World Point Ecc, Inc	Amb – Training Dept Supplies	187.59
Wurzel, Craig	PD – 2017 Uniform Allowance	250.60
Buttelt’s Lighting	Street Lighting – Bulbs	186.00
Klug, Phillip	Reim – 10U Tourney Fee Summer	180.00
B & M Service Center	Street Equipment – Fuel	69.17
DC Braun Co	Stp – Labor/Services	5,775.00
Houston County Treasurer	FD – TDAP Immunization	85.00
Smith Schafer & Associates	Annual Audit 2016	12,500.00
Alex Air Apparatus, Inc	FD – Svce on Air Compressor	575.00
MN Municipal Beverage Assn	Reg Fee – Patty Gavin	410.00
Northern Beverage Dist	Liquor Store Inventory	4,120.40
Spring Grove Soda Pop, Inc	Liquor Store Inventory	152.15
Swedberg, Zachary L	PD – 2017 Uniform Allowance	351.97
Commissioner of Revenue	State W/H – Payday	1,800.49
Dorbrunz, Amy	Amb – Refund Duplicate Payment	978.40
G & F Distributing	Liquor Store Inventory	425.10
Merchants Bank	Fed/Fica/Med – Payday	9,456.52
Schott Distributing Co, Inc	Liquor Store Inventory	3,948.35
Tornstrom, Michael	Amb – Reim Travel Exp	32.11
Business Financial Planning	Flex Plan – Adm Fees 2017	426.64
Merchant’s Bank	Fed/Fica/Med – Payday	342.64
MN Benefit Association	MBA Payday 3/28/2017	35.34
MN Child Support Payment	1 Case Id	203.04
MN Pollution Control Agency	Stp – Boesen Ind Permit Reissue	1,240.00
MN State Retirement System	MNDPCP/Roth – Payday	745.00
NCPERS Minnesota	NCPERS Payday	48.00
Public Emp Retirement Assn	Pera Payday	7,854.83
Public Emp Retirement Assn	Pera/DCP – Payday	150.00
Fleet Saftey Equipment, Inc	PD Squad 24 – Push Bumper	872.00
Pearson, Nathan	PD – 2017 Uniform Allowance	375.33
St. Mary’s Catholic Church	Defective Sidewalk Program	987.50
Watchguard Video	PD – Wireless Mic	249.00
Zehnder, Cody JW	Amb – Reim EMT Course Exp Per	900.00
Baker & Taylor Books	Library – Books	387.84
Burns, Robert H	Refund Shelter Rent	42.75
Illinois Library Association	Library – Summer Reading Mtls	236.00
Jack Neumann Trucking	Liquor – Freight Exp	168.00
Johnson Brothers Liquor Co	Liquor Store Inventory	4,007.63
MN Dept of Revnue	Sales/Use Tax – March 2017	16,348.00
Petty Cash	Replenish Petty Cash	92.80
Phillips Wine & Spirits Co	Liquor Store Inventory	2,141.59
Richard’s Sanitation, LLC	Recycling Billed 3/1/2017	7,092.80

Schott Distributing Co, Inc	Liquor Store Inventory	2,367.45
Tri-State Ambulance, Inc	Intercept Fee Run	500.00
United Parcel Service	Light – UPS Fee	148.94
Verizon Wireless	Mult – Comm Exp	193.87
Visa	Mult – Misc	1,129.46
Wine Merchants	Liquor Store Inventory	60.00
Acentek Ascending Tech	Mult – Comm Exp	1,079.89
B & D Sealcoating MFG	Park Areas – Equip Rental	125.00
Coffield, Mark	PD – Health Insurance	450.00
Commissioner of Revenue	State W/H – Payday	251.23
IUOE Local 49 Benefit Fund	Mult – Health Ins	24,485.00
Jacobson, Kevin	FD – Reim Travel Exp	551.40
League of MN Cities Ins Trust	1 Claim	1,000.00
Merchant’s Bank	Fed/Fica/Med – Payday	1,381.56
Minnesota Energy Resources	Mult – Nat’l Gas	3,887.48
Public Emp Retirement Assn	Pera Payday	875.39
Sam’s Club	Membership Renewal	225.00
Breakthru Beverage MN	Liquor Store Inventory	734.27
G & F Distributing	Liquor Store Inventory	221.60
MN Pollution Control Agency	Stp – C Nelson Cert Exam Fee	55.00
Northern Beverage Dist	Liquor Store Inventory	2,015.00
Schott Distributing Co, Inc	Liquor Store Inventory	4,117.50
Spring Grove Soda Pop, Inc	Liquor Store Inventory	54.75
Ziebell’s Hiawatha Foods, Inc	Liquor Store Inventory	18.75
Houston County Treasurer	JBB/Tactacam – Recording Fee	230.00
JBB Real Estate LLC	Notes Reicievable	80,000.00
Pearson, Nathan	PD – Reim Gas for Squad	20.00
	Total:	\$262,108.99

f. Claims payable: Council reviewed the claims payable for April 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.

ABDO-Spotlight-Magic-Wagon	Library – Books	199.50
Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	391.50
Artic Glacier USA, Inc	Ice	24.20
Auto Value Parts Store	Mult – Misc	69.75
Bearbower Painting	Grind Stumps	650.00
Becker & Stemper Electric	City Hall – Firebarn Fixture Repair	87.63
Bonanza Grain, Inc	Forr/Nurs – Black Dirt	32.50
Bound Tree Medical, LLC	Amb – Misc	131.99
Caledonia Oil Co	PD & Amb – Car Maint	324.10
Carquest Auto Parts Store	Mult – Misc	1,009.70
City of Caledonia – Utilities	Mutlt – Misc	9,920.69
Clarey’s Saftey Equipment	Fd – Led Lights	315.00
Dahl Automotive	PD – Extra Keys Squad #24	209.52
Dairyland Power Cooperative	Light – Substation Maint	227.49
Dalco	Mult – Can Liners/Hand Soap	196.60
Davy Engineering	Mult – Misc	1,935.55
Davy Laboratories	Stp – Lab	89.25
E O Johnson Company	Mult – Misc	468.47

Earl F Anderson	Traffic Eng – Signs	183.60
ECM Publishers, Inc	Mult – Misc	422.80
Expert T. Billing	Ambulance – Contracted Billing	972.00
FISDAP	Amb – EMT Comprehensive Tests	210.00
Gopher State One Call	Light – Location Notifications	24.30
Hawkins, Inc	Mult – Misc	1,587.04
Hoskins Electric Co	Stp – Parts	460.96
Houston County Treasurer	Misc – MSHA Refresher	336.00
Innovative Office Solutions	Mult – Office Supplies & Garbage Cover	365.71
Kwik Trip Stores	Mult – Misc	32.92
Macqueen Equipment Group	Street Equipment – Sweeper Parts	302.82
Mayo Clinic	Amb – Heartsaver CPR Cards	50.00
Mcmaster-Carr Supply Co	Water – Repair Parts	46.96
Menard’s	Water – Repair Parts	11.97
Meyer’s Lawn Service	Grind/Clean Up Stumps North Park Clean	310.00
Mienergy Cooperative	Light – Elec Energy (March 2017)	169,418.99
Municode	Code of Ordinances	148.24
Resco	Light – Misc	1,507.64
Richard’s Sanitation, LLC	Refuse Disposal	141.57
Schilling Supply Company	Mult – Bags, Copy Paper	302.94
SE Libraries Cooperating	Library – Auto Fees	576.54
Semnit	Mult – Tech Svces	1,000.00
Severson Oil Company	Street Equip – Fuel Additive	48.75
Southern Glazer’s of MN	Liquor Store Inventory	1,377.27
Star Energy Services	Light – Substation Project	170.00
Stryker Sales Corporation	Amb – Cot Batteries	957.51
Water Systems Company	Clerk’s Office – Drinking Water	14.70
World Point ECC, Inc	Amb – Training Dept Supplies	73.95
	Total:	\$197,338.62

g. Condition of property at 119 S. Kingston St.: The members discussed the condition of the property at 119 S. Kingston St. No further action was taken by the Council.

ANNOUNCEMENTS: The next regular Council meeting was scheduled for Monday, April 24, 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 Burns. All members present voted in favor, and the motion was declared carried to adjourn at 7:30 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator