

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, May 8, 2017

CALL TO ORDER: Following due call and notice thereof, Mayor Schroeder called the meeting to order at 6:04 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, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Matt Blocker, line foreman; Adam Swann, clerk-administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*.

CONSENT AGENDA APPROVAL: Member Lemke moved to approve the consent agenda. Member Fisch 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 April 24, 2017 regular meeting
- b. Approval of ambulance subsidy agreements with City of Eitzen, Mayville Township, Mound Prairie Township, Sheldon Township, Union Township, Wilmington Township, and Winnebago Township
- c. Approval of zoning permit application by Sno Pac Foods to construct 40’ x 40’ building at 521 W. Enterprise Dr. (parcel ID 211316000)

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

a. Updates: Clerk-administrator Swann reported the following updates: (i) the Municipal Liquor Store would be closed for approximately two weeks starting Wednesday, May 10 so that the new flooring could be installed and the walls repainted; (ii) SEMCAC’s Senior Dining Program was planning on moving to the elementary school starting June 1 if the Caledonia School Board approved the agreement; (iii) the drop slide and spray feature for the pool had been delivered, and Swann thanked City staff Nate Becker, Mark Betz, and Matt Blocker for helping unload these items.

ELECTRIC LINE FOREMAN:

a. Electrical conversion project: Line Foreman Matt Blocker updated City Council on the status of the electrical conversion project being performed by City contractor Legacy Line, Inc. Blocker explained that electrical boxes near the substation behind City Hall were going to be removed, and a new electrical box was going to be installed in Gazebo Park in order to provide space behind the Fire Department building for possible expansion and in order to accommodate the location of underground utility lines. At 6:10 p.m. Mayor Schroeder and Members Fisch, Lemke, and Schroeder left the Council Chambers with Blocker and Swann to view the planned location of the electrical box; Craig Moorhead of the *Caledonia Argus* accompanied them. At 6:25 p.m. the Council returned to the Council Chambers. Mayor Schroeder moved to install the electrical box in Gazebo Park—per the project design that was included in the bid. Member Lemke seconded the motion. The motion passed 3-2, with Members Fisch and Vick voting against the motion.

NEW BUSINESS:

a. Review of potential public nuisances at Parcel 211094001: Members reviewed and discussed the conditions at the property with Parcel ID 211094001, owned by Michael J. Rogich. Members reviewed photos of the property that had been taken on May 4, 2017. Member Vick made a motion that the

conditions on the property were a public nuisance and that the situation would be reviewed in 30 days. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Recommendation from the Personnel Committee re public works and zoning administrator position: Member Fisch requested to table discussion of the recommendation until the next meeting. No further action was taken by the Council.

c. Request to waive late fee on utility bill: Members discussed a request from Herman Dental Clinic, PA to waive a late fee of \$18.85 on a utility bill. Swann reported that Herman Dental used a third party to pay its utility bill and that Herman Dental had requested the bill be paid on April 5, 2017, but it wasn't received by the City until April 12, 2017. The due date was April 10, 2017. Member Lemke moved to waive the fee. No members seconded the motion, and the motion failed for lack of a second.

d. Proposal for employee classification and compensation study: The members reviewed a proposal from Paul Ness to review and update the City's base pay program for employees. Member Burns moved to approve the proposal from Paul Ness at a cost of \$4,400 plus \$222 per meeting (up to 3) plus mileage. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Chairs for Aquatic Center: Member Burns reported that he had found pool chairs at Menards for approximately \$17 per chair. Member Vick moved to buy 20 chairs using money from the Park & Rec budget. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Stansfield Vending for Aquatic Center: Member Burns reported that Stansfield Vending had offered to provide four vending machines for the pool. The City would provide the electricity and would receive revenue from the vending machines based on the sales. By consensus the Council agreed to have Stansfield Vending provide the vending machines.

g. Overtime report: Members reviewed the overtime report for the pay period April 10-23, 2017. No further action was taken by the Council.

h. Prepaid claims: Members reviewed the prepaid claims for the period April 12, 2017 through May 5, 2017. Member Fisch 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.

Caledonia Oil Co	Misc – Fuel	2,245.45
MN Pollution Control Agency	Stp – 2016 Annual Permit Fee	1,450.00
Riverland Community College	FD – Fire/EMS/Rescue	1,220.00
Schieber, Maria E	Pool – Reim WSI Course Fee	215.00
Schwaab, Inc	Police Dept – Sig Stamp & Ink	49.99
Airgas USA, LLC	Street – Oxygen/Acetylene	117.76
Artisan Beer Company	Liquor Store Inventory	93.50
Communications Service WI	PD – Squad #23 Repair Parts	561.37
Jack Neumann Trucking	Liquor – Freight Exp	136.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,084.11
Phillips Wine & Spirits Co	Liquor Store Inventory	1,787.51
Schott Distributing Co, Inc	Liquor Store Inventory	5,210.05
Smith Schafer & Associates	Annual Audit 2016	4,325.00

Spring Soda Pop, Inc	Liquor Store Inventory	147.25
B & M Service Center	Street Equip – Fuel	123.76
Guillaume & City, Clarissa	Meter Deposit Refund & Interest	250.68
Houston County Treasurer	Legal Fees – File	251.85
Kersten & City, Roseanna	Meter Deposit Refund & Interest	251.71
Koch, John	Street Dept – Mailbox Replacement	62.02
Konkel & City, Kalli	Meter Deposit Refund & Interest	251.77
Mierau & City, Brennan	Meter Deposit Refund & Interest	251.08
R C T Sewer & Vac	Sewer – Clean/Video	3,022.66
Wheat & City, Emily	Meter Deposit Refund & Interest	251.91
Fair-Play by Translux	Rec Park – Scoreboard	3,015.00
G & F Distributing	Liquor Store Inventory	501.70
Northern Beverage Dist	Liquor Store Inventory	2,691.50
Principal Life	Mult – Life/AD&D/Dep Life	526.83
Sandry Fire Supply, LLC	FD – Uniforms, Bulbs	1,046.95
Schott Distributing Co, Inc	Liquor Store Inventory	3,208.00
Schwaab, Inc	Liquor Store – Pre-Inked Stamp	32.33
Signature Aquatics, LLC	Aquatic Center – Prjt Manager	6,080.85
Spring Grove Soda Pop, Inc	Liquor Store Inventory	109.25
Stuart C Irby Co	Light Dept – Testing Exp	200.38
Ziebell’s Hiawatha Foods, Inc	Liquor Store – Inventory	72.91
Boesen, Dan	Personal Phone Stipend April	25.00
Houston County Treasurer	Recording Fee & Ho Co Coll Site	4,778.50
Nelson, Craig T	Personal Phone Stipend Apr 2	25.00
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Merchants Bank	Fed/FICA/Med – Payday	9,709.05
Business Financial Planning	Café Plan Payday	311.53
Commissioner of Revenue	State W/H – Payday	1,842.64
Coulee Region Sports League	Rec Park – Summer 2017 League	410.00
Dairyland Power Cooperative	Electric – Wild Turkey Project	1,019,894.17
Mannstedt, Dick	Cal Aquatic Ctr – Wall of Honor	10,000.00
MN Benefit Assn	MBA Payday	35.34
MN Child Support Payment 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	8,036.92
Richard’s Sanitation, LLC	Recycling Billed 4/1/2017	7,086.60
Southern Glazer’s of MN	Liquor Store Inventory	4,846.40
Kraus Oil Co Inc	Restitution for PD Case	41.32
Moore, Kody	Rec Park – Reim Ballpark Equip	944.88
Northern Beverage Dist	Liquor Store Inventory	854.15
Schott Distributing Co, Inc	Liquor Store Inventory	6,333.48
Spring Grove Soda Pop, Inc	Liquor Store Inventory	236.95
Zehnder, Kurt	PD – Reim Travel Exp	36.35
MN Dept of Revenue	Sales/Use Tax – April 2017	15,766.00
Commissioner of Revenue	State W/H – Payday	260.41
Merchant’s Bank	Fed/Fica/Med – Payday	1,483.49
Public Emp Retirement Assn	Pera Payday	974.90
Acentek Ascending Technology	Mult – Comm Exp	1,080.24
Gavin, Patricia	Manager – Travel Exp	12.89
Goetzinger, Patricia A	Amb – Reim Misc Supplies	7.05
IUOE Local 49 Benefit Fund	Mult – Health Ins	24,485.00

Kraus Oil Co Inc	Mult – Fuel	952.00
Minnesota Energy Resources	Mult – Nat’l Gas	1,562.50
Stocor LLC	Liquor – Rent for Storage	305.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
Verizon Wireless	Amb – Comm Exp	194.24
Wurzel, Craig	PD – Reim Office Supplies	12.83
Breakthru Beverage MN	Liquor Store Inventory	1,482.19
Coffield, Mark	PD – Health Insurance	450.00
G & F Distributing	Liquor Store Inventory	163.60
Northern Beverage Dist	Liquor Store Inventory	977.45
Schott Distributing Co, Inc	Liquor Store Inventory	2,978.60
Spring Grove Soda Pop, Inc	Liquor Store Inventory	110.50
Visa	Mult – Misc	1,378.51
	Total:	\$1,173,281.91

i. Claims payable: Council reviewed the claims payable for May 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	Consulting Attorney – Labor/Svcs	67.50
Artic Glacier USA, Inc	Ice	170.18
Auto Value Parts Store	Mult – Misc	254.96
AVI Systems, Inc	Council – Audio Equipment	3,999.23
Baker & Taylor Books	Library – Books	294.14
Bound Tree Medical, LLC	Amb – Supplies/Misc	1,108.89
Caledonia Haulers, Inc	FD – Eng 1430 Repairs	43.77
Caledonia Lumber Co, Inc	Light – Misc	33.50
Caledonia Oil Co, Inc	PD/AMB – Repairs	182.00
Caledonia Police Reserves	PD – 2016 Labor	967.00
Caledonia Wheel Alignment	Street Equipment – Maint	188.49
Carquest Auto Parts Store	PD – Batteries	123.94
City of Caledonia – Utilities	Mult – Electric, Water, Sewer	9,962.90
Davy Engineering	Mult – Misc	7,233.77
Davy Laboratories	Stp – Lab	1,647.25
ECM Publishers, Inc	Mult – Misc	1,212.20
Farmers Coop Elevator Co	Park Area/Ballpark – Grass/Weed Spray	224.93
Fastenal Co	Stp – Misc	2.98
First Supply LLC	Water – Repair Parts	1,225.83
Gopher State One Call	Light – Location Notifications	78.30
Hammell & Murphy, PLLP	EDA – Legal Fees (Tactacam)	550.00
Heiman Fire Equipment, Inc	FD – Wheeled Gear Bags	329.25
Hildi, Inc	FD – Auditing	1,000.00
Hoskins Electric Co	Stp – Labor/Svces	528.00
Innovative Office Solutions	Mult – Office Supplies	304.37
J-Line Design	PD – Rec Permit Stickers	90.00
Ken’s Small Engine, Inc	FD – Leafblower Tune-Up	43.04
Klug, Lyle	Aud – Repairs	149.80
Mathy Construction Co	Streets – Cold Mix for Patching	235.35
Mayo Clinic Health System	Mult – Qtly Consortium Fee	80.00
Menard’s	Mult – Tools, Tables	679.23
Minnesota Pipe & Equipment	Light – Marking Paint & Misc	863.71

Mississippi Welders Supply Co	Amb – Oxygen	128.58
Moss & Barnett	Mediacom Franchise Renewal	1,263.50
PT Welding & Driveshaft Repair	Rec Park – Scoreboard Posts	980.64
Reinders, Inc	Ballpark – Marking Chalk	330.00
Richard’s Sanitation, LLC	Refuse Disposal	208.26
River Valley Newspaper Group	Adm Cord – Publishing (EMP Ad)	501.00
Sandry Fire Supply, LLC	FD – Uniforms (Face Piece Spec Kits)	116.92
Schilling Supply Company	Mult – Perf Paper, Bags, Cleaning Supplies	1,123.72
Scholastic Library Publishing	Library – Books	333.48
SE Libraries Cooperating	Library – Auto Fees	577.44
Sema Equipment, Inc	Street Equip – Maint Parts, Misc	65.11
Semlm	Membership Dues – 2017	40.00
Servocal Instruments Inc	Stp – Flow Meter Calibration	470.00
Seven Rivers Surplus LLC	Street – Shop Rags & Tools	36.00
Sherwin – Williams Co	Traffic Eng – Curb Paint	21.50
Titan Machinery Inc	Street Equip – Tractor Broom Kit	452.50
Todd’s Towing & Transport	PD – Tow Fee	300.00
Tri-State Ambulance, Inc	Amb – Refresher M Tornstrom	299.25
United Parcel Service	Amb – UPS Fee	19.54
USA Bluebook	Stp – Misc	208.29
Viking Electric Supply	Light – Inventory	3,702.62
Wiebke Fur Company	PD – Ammo	876.05
Zarnoth Brush Works, Inc	Steet Equip – Broom Refill	764.50
Zenke Incorporated	Water – Labor/Svces	<u>2,220.00</u>
	Total:	\$48,313.41

ANNOUNCEMENTS:

- a. Power outages were scheduled for portions of the City from May 9 through May 11 as part of the City’s electrical conversion project.
- b. The next regular Council meeting was scheduled for Monday, May 22, 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 Vick. 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