

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, January 9, 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: Adam Swann, clerk-administrator. Visitor(s) present: Daniel McGonigle, *Caledonia Argus*; Amanda Ninneman, Hazel Street Creative.

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

CONSENT AGENDA APPROVAL: Member Fisch 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 for December 12, 2016 regular meeting
- b. Approval of application by Caledonia Founder’s Day to hold gambling event on Feb. 11, 2017
- c. Approval of application by Caledonia Rod and Gun Club to hold gambling event on Feb. 18, 2017
- d. Approval of application by Caledonia Fire Dept. Relief Association to hold gambling events on premises of MAAD Properties, LLC at 114 Bissen St.
- e. Approval of request from Helen Olson for key to Municipal Auditorium
- f. Reduction of Councilmember Burns’ salary from \$2,900 to \$1,400 for 2017

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

a. Updates: Clerk-Administrator Swann reported the following: (i) he, Matt Blocker (line foreman), and Nate Becker (line worker) met with representatives of Dairyland Power and MiEnergy Cooperative on Jan. 4 to discuss removal of the substation adjacent to the Fire Dept. building and to discuss the maintenance and operation of the City’s new substation, Wild Turkey II; (ii) SEMCAC’s Debbie Bettehauser was working to secure a new location for senior dining in the City of Caledonia; (iii) JBB Real Estate, LLC and Tactacam, LLC declined to move forward with the loan from the Minnesota Investment Fund but still wanted to proceed with the loan from the City; (iv) Kwik Trip Store 733 and Houston County paid in full the electric undercharges on their accounts; (v) the MN Dept. of Revenue estimated that a .5% local sales and use tax would generate about \$95,000; (vi) Allison Wagner was working with Amanda Ninneman of Hazel Street Creative on a new City website, which was expected to be ready within a month; and (vii) work was progressing on the republication of the City Code.

NEW BUSINESS:

a. Public hearing re application by Miken Sports for three setback variances at 131 Bissen St.: At 6:10 p.m. the regular meeting was adjourned to hold a public hearing on a request from Miken Sports for three variances to the setback requirements at 131 Bissen St. The application submitted by Miken Sports requested a setback variance of 7 feet from the west property line, a setback variance of 20 feet from the south property line, and a setback variance of 14 feet from the southwest corner of the property (which

required a clear zone of 50 feet). The setback variances were requested for purposes of installing a new 9' x 3' sign 23 feet from the west property line, 10 feet from the south property line, and 36 feet from the southwest corner of the property. No members of the public wished to address Council about the request for setback variances. At 6:15 p.m. Mayor Schroeder closed the public hearing and reconvened the regular meeting.

b. Consideration of application by Miken Sports for sign permits and three setback variances at 131 Bissen St.: Council reviewed applications for two sign permits and an application for setback variances of 7 feet from the west property line, 20 feet from the south property line, and 14 feet from the southwest corner of the property (which required a clear zone of 50 feet). The first application was for a new 9' x 3' non-illuminated post and panel sign; the second application was for a new 4'8" x 15' non-illuminated wall sign to replace the existing wall sign. Member Burns moved to approve the application for setback variances of 7 feet from the west property line, 20 feet from the south property line, and 14 feet from the southwest corner of the property. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

Member Burns moved to approve both applications for sign permits. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Proposal to add new full-time police officer position and reduce permanent part-time hours: Council reviewed and discussed a proposal to add a fifth full-time police officer position, eliminate one permanent part-time position, and reduce the hours of the second permanent part-time position. Clerk-Administrator Swann reported that the proposal was intended to reduce the turnover in the two permanent part-time positions—which included five officers since 2013—including the recent resignation of Trent Prince, a permanent part-time police officer working 60 hours every two weeks. Swann reported that adding a fifth full-time officer position, eliminating the 60-hour permanent part-time position, and reducing the 70-hour permanent part-time position from 70 hours to 50 hours would cost the City an estimated \$15,707.81, which included \$3,332.81 in wages, \$12,000 in health insurance costs, and \$375 for a uniform allowance. Swann reported that the additional cost might be offset by savings in training costs for permanent part-time officers, which typically lasted 16-18 weeks per officer and cost \$11,488 in wages for each officer. Swann further reported that replacing one of the two permanent part-time officer positions with a full-time position would address the concern about having two permanent part-time officer positions vacant at the same time, which presented problems for training and scheduling. Police Chief Zehnder expressed his support for the proposal and answered Council's questions about whether the City could reduce the cost of adding a full-time officer by reducing the remaining permanent part-time position even further—below 50 hours. Member Burns moved to hire a new full-time police officer to replace the vacant permanent part-time position and to have one remaining permanent part-time position not to exceed 46 hours every two weeks. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

d. 2017 City Positions/Appointments and Council Committees: Council reviewed and discussed the City positions/appointments and Council committees for 2017. Member Burns moved to approve the positions/appointments and Council committees with one amendment, appointing Stephanie Mann as deputy city clerk. Member Lemke seconded the motion. All members present voted in favor of the motion for the 2017 positions/appointments listed below, and the motion passed.

2017 POSITIONS / APPOINTMENTS

Zoning Officer
City Clerk – Administrator
Deputy City Clerk
City Treasurer

Mike Gerardy
Adam Swann
Stephanie Mann
City Clerk – Administrator

City Attorney	Hammell & Murphy Law Firm
Auxiliary Mayor	Bob Lemke
Economic Development Authority Director	Adam Swann
Community Education Representative	Bob Burns
Official Newspaper	Caledonia Argus
Official Depositories	Merchants Bank
	All Institutions Covered by
	FDIC Insurance
	Minnesota Forestry
Consulting Tree Inspector	
Police Chief	Kurt Zehnder
Animal Control Officer	Nick Rask
Ambulance Director	Mike Tornstrom
Emergency Management Director	Bob Lemke
Fire Chief	Kevin Jacobson
1 st Assistant Chief	Todd Lemke
2 nd Assistant Chief	Kevin Bulman
Safety Officer	Randall Ashbacher
Fire Marshal	Dylan Becker & Wes Borroughs
Treasurer	Mitch Betz
Secretary	Matt Blocker
Planning and Zoning Commission	City Council
Airport Zoning Board	Member Bob Burns
	City Clerk – Administrator
Library Board	Lollie Smith, President (2015-2017)
	Liz Wanschura (2015-2017)
	Lorrie Schieber (2017-2019)
	Cassie Rauk (2017-2019)
	Paul Fisch (2017-2019)

COUNCIL COMMITTEES

<u>General Government Committee</u>	Fisch and Schroeder
Legislative, Judicial, Executive	
City Clerk – Administrator’ Office	
Financial Administration	
Law	
<u>Personnel Committee</u>	Burns and Fisch
Personnel Administration	
Salary Negotiations	
Pay Equity Compliance Oversight	
<u>Public Safety Committee</u>	Burns and Lemke
Police Department	
Traffic Engineering	
Animal Control	
Civil Defense	
<u>Fire and Ambulance Committee</u>	Burns and Schroeder
Ambulance Department	
Fire Department/Fire District	
<u>Public Works; Health and Welfare Committee</u>	Lemke and Schroeder
Street Department	
Streets, Sidewalks, Curb and Gutter	
Sanitation	
Health	
Welfare	
<u>Culture-Recreation Committee</u>	Fisch and Vick
Recreation Department	
Auditorium / Athletic Field	
Parks	
Programs	
Library	
<u>Economic Development</u>	Burns and Vick

Enterprise Funds Committee
Water Department
Sewer Department
Electric Department
Liquor Store

Fisch and Schroeder

e. Appointment of Francis Myhre and Jon Haggerot to EDA Board of Commissioners: Council considered Mayor Schroeder’s nominations of Francis Myhre and Jon Haggerot to the EDA Board of Commissioners. Member Burns moved to approve the appointments. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Resolution 2017-001: Resolution Accepting Donation from American Legion Post 191: Council considered Resolution 2017-001, a resolution accepting a \$1,000 donation from the American Legion Post 191 to be used towards the cost of a new scoreboard at Veterans Memorial Park. Member Fisch moved to approve the resolution. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Review of Revised Municipal Auditorium Usage Policy: Council reviewed and discussed a revised Municipal Auditorium usage policy. Member Burns moved to approve the revised usage policy with one amendment, reducing the rate from \$7.50 to \$5.00 per hour for non-profit groups, adult recreation, and government meetings. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

h. Review of Request from Dale Baskett to Use the Municipal Auditorium: Council reviewed a request from Dale Basket to use the Municipal Auditorium for his speed-training classes. The consensus of the Council was that Baskett could use the auditorium but should be charged the commercial rate of \$15.00 per hour.

i. Review of non-union wages for 2017: Council reviewed non-union wages and salaries and discussed increases for non-union employees in 2017. Member Burns moved to approve the following wage and salary changes effective January 1, 2017: i) increasing Clerk-Administrator Swann’s salary by \$2,100 and ii) increasing Police Chief Zehnder’s salary by 80 cents per hour. Member Vick seconded the motion. Member Burns moved to amend his prior motion by also i) increasing the salaries of Municipal Liquor Store employees Nancy Steele, Randy Spruill, and Barb Peters by 50 cents per hours; and ii) increasing the salaries of Ken Van Minsel and Dean Schutte by 50 cents per hour if the minimum wage was increasing to \$10.00 per hour; if the minimum wage was not increasing, their wages would be discussed at the next meeting. Member Vick seconded Member Burns’ amendment to his original motion. All members present voted in favor of the motion and amendment, and the motion and amendment passed.

j. Overtime reports: Council reviewed and discussed the overtime reports for December 5 through December 18, 2016 and December 19, 2016 through January 1, 2017. No further action was taken by Council.

k. Prepaid claims: Council reviewed the prepaid claims for the period December 14, 2016 through January 6, 2017. Member Fisch 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.

A 1 Precision Pumping, Inc	Cal Aquatic Ctr – Toilet Rental	100.00
Boesen, Dan	Personal Phone Stipend Dec 2	25.00
Caledonia Fire Department	Relief Assn – 4 th Qtr 2016	600.00

Goodyear Auto Service Center	PD – Tires for Squads 22 & 23	1,105.20
Jack Neumann Trucking	Liquor – Freight Exp	96.00
Johnson Brothers Liquor Co	Liquor Store Inventory	2,767.94
Louks, Seth	PD – Reim Travel Exp	427.83
Nelson, Craig T	Personal Phone Stipend Dec 2	25.00
Neuman Pools, Inc	Cal Aquatic Ctr – Payment #5	35,040.75
Phillips Wine & Spirits Co	Liquor Store Inventory	1,057.34
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Richard’s Sanitation, LLC	Aquatic Ctr – Refuse Disposal	356.90
Wieser Bros Gen Contractor Inc	Aquatic Center – Payment #6	5,080.18
Caledonia True Value	Mult – Misc	356.22
Caledonia Veterinary Clinic	Tax Abatement	14.42
Davy Laboratories	Stp – Lab	1,748.25
Edwards Investments	TIF 2-2 Interest Payment	3,653.36
Great Lakes Coca-Cola Distr	Liquor Store Inventory	120.96
Kraus Oil Co Inc	Mult – Fuel	971.00
Miken Sports	Tax Abatement	2,255.11
Northern Beverage Dist	Liquor Store Inventory	3,511.20
Sno Pac Foods Inc	Tax Abatement	6,925.12
Towmaster	Street Equip – Truck 07 Parts	96.21
Zehnder, Kurt	PD – Uniform Allowance	132.19
Zenke Incorporated	Water – Main Break Winnebago	1,155.00
Louks, Seth	PD – Reim Travel Exp	6.31
Swann, Adam G	Clerk/Adm – Travel Exp	95.80
Tornstrom, Michael	Reim – Mileage Exp	24.84
B & M Service Center	Street Equip – Fuel	28.35
Beier & City, Glenn	Meter Deposit Refund & Interest	250.70
Breakthru Beverage MN	Liquor Store Inventory	521.10
Business Financial Planning	Café Plan Payday	312.01
Commissioner of Revenue	State W/H – Payday	1,960.08
Crail & City, Jacob	Meter Deposit Refund & Interest	250.60
G & F Distributing	Liquor Store Inventory	151.20
Iverson & City, Jeremy	Meter Deposit Refund & Interest	250.60
Leversque & City, Paige	Meter Deposit Refund & Interest	251.28
Mcmaster-Carr Supply Co	Stp – Chain	382.88
Mcmullen & City, Charles	Meter Deposit Refund & Interest	250.80
Merchant’s Bank	Fed/Fica/Med – Payday	10,423.46
Meyer’s Lawn Service	Streets – Snow Removal	225.00
MN benefit Association	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 12/20/2016	48.00
Public Emp Retirement Assn	Pera	8,653.69
Schott Distributing Co, Inc	Liquor Store Inventory	3,581.60
Southern Glazer’s of MN	Liquor Store Inventory	495.50
Spring Grove Soda Pop, Inc	Liquor Store Inventory	55.00
Winter Equipment Co, Inc	Street Equip – Plowguards	589.12
Temple Display LTD	Streetscapes – Pole Wraps	3,193.20
Community Spirit Caledonia	Pass Thru Contr From A Falck	3,000.00
Printy Quik	Mayor – Schroeder Nameplate	14.00
Jack Neumann Trucking	Liquor – Freight Exp	60.00
J-Line Design	PD – Rec Permit Stickers	37.50

Johnson Brothers Liquor Co	Liquor Store Inventory	1,121.74
MN Chiefs of Police Assn	PD – 2017 Membership Zehnder	230.00
Petty Cash	Replenish Petty Cash	62.32
Phillips Wine & Spirits Co	Liquor Store Inventory	1,267.45
Principal Life	Mult – Life/Ad&D/Dep Life	501.44
Schott Distributing Co, Inc	Liquor Store Inventory	1,122.10
Spring Grove Soda Pop, Inc	Liquor Store Inventory	147.50
Wine Merchants	Liquor Store Inventory	72.00
Caledonia Oil Co	Street Equip – Fuel	1,235.30
Decorah Auto Center	Light Dept – Truck 08 Repairs	1,036.79
Independent School Dist 299	City Share X-ing Guards Sep-Dec	761.19
Pearson, Nathan	PD – 2016 Uniform Allowance	38.51
Sema Equipment, Inc	Street Equip – Additives	612.98
Semnit	Mult – Tech Svces	1,294.93
G & F Distributing	Liquor Store Inventory	287.91
Houston County Treasurer	HO Co Coll Site Jan 2017	4,686.50
Nelson, Craig T	2016 Uniform Allowance	11.22
Northern Beverage Dist	Liquor Store Inventory	1,603.85
Richard’s Sanitation, LLC	Recycling – Collections Dec	6,516.20
Schott Distributing Co, Inc	Liquor Store Inventory	814.50
Spring Grove Soda Pop, Inc	Liquor Store Inventory	77.75
MN Dept of Revenue	Sales/Use Tax – Dec 2016	33,088.00
Commissioner of Revenue	State W/H – Payday	2,124.21
Merchant’s Bank	Fed/Fica/Med – Payday	11,186.36
MN State Retirement System	MNDCP/Roth – Payday	745.00
Business Financial Planning	Café Plan Payday	311.75
Caledonia Police Association	PD Assn Dues – Jan 2017	95.00
Elsie’s Bar & Grill	PD – Lunch for Chief’s Mtg	49.70
IUOE Local #49	Union Dues – January 2017	442.00
Louks, Seth	PD – 2017 Uniform Allowance	650.00
MN Child Support Payment Ctr	1 Case Id	203.04
Public Emp Retirement Assn	Pera Payday 1-3-2017	793.37
Coffield, Mark	PD – Health Insurance	450.00
IUOE Local 49 Benefit Fund	Mult – Health Insurance	21,930.00
MN State Fire Chiefs Assn	FD 2017 Dues – Mult	193.00
Schott Distributing Co, Inc	Liquor Store Inventory	6,114.25
Southern Glazer’s of MN	Liquor Store Inventory	739.88
Spring Grove Soda Pop, Inc	Liquor Store Inventory	163.25
US Bank	Aquatic Center – Interest	12,675.20
Viking Electric Supply	Light – Misc	20.16
Visa	Mult – Misc	2,190.82
	Total:	\$204,971.25

f. Claims payable: Council reviewed the claims payable for January 2017. Member Fisch 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	216.00
Acentek Ascending Technology	Mult – Comm Exp	1,108.85
Airgas USA, LLC	Street – Oxygen/Acetylene	146.52
American Society of Composers	Mult – Lic Fee	341.00

Artic Glacier USA, Inc	Ice	41.12
Auto Value Parts Store	Mult – Misc	459.78
Baker & Taylor Books	Library – Books	380.63
Banyon Data	Utility Billing Support	795.00
Becker & Stemper Electric, LLC	PD/AMB – Labor (Outlet Install)	45.85
Bonanza Grain, Inc	Street – Maint Mtls	166.80
Bound Tree Medical, LLC	Amb – Misc	478.86
Burroughs Equip Repair Inc	Street Equip – Repairs/Maint	6,484.36
Caledonia Lumber Co, Inc	Street – Misc	83.95
Caledonia Oil Co	Mult – Repairs/Maint	711.10
Carquest Auto Parts Store	Street Equip – Mult	372.21
City of Caledonia - Utilities	Mult – Electric, Water, Sewer	10,982.60
Dairyland Power Cooperative	Light – Wild Turkey Agr 2017	1,480.00
Davy Engineering	Mult – Misc	1,868.44
Davy Laboratories	Stp – Lab	89.25
Discount Magazine Sub Service	Library – Magazine Subscriptions	992.42
E O Johnson Company	Mult – Copier Agr	468.47
ECM Publishers, Inc	Mult – Misc	593.68
Ellingson Motors	Street Equip - #06 Brake Repairs	144.00
Fastenal Co	Mult – Parts & Batteries	116.78
Gske, Dave	Arboviral Control	1,470.00
Gopher State One Call	Light – Location Notifications	8.10
Hammell & Murphy, PLLP	Prosecution Matters	2,849.25
Hoskins Electric Co	Stp – Service Call & Tank Modifications	11,881.32
Houston County Treasurer	Streets – Maint Mtls/Sand	1,591.76
Image Trend, Inc	Amb – Annual Support	900.00
Innovative Office Solutions	Mult – Misc	279.22
Junior Library Guild	Library – Books	189.60
Ken's Small Engine, Inc	Aud – Snowblower Repair Parts	136.35
Kwik Trip Stores	Water/Sewer – Fuel	19.36
La Crosse County Health Dept	Arbovirus Control Prgrm 2016	480.00
Law Enforcement Tech Group	PD – Software Maint Agr 2017	2,875.60
Menard's	Street Equip – Misc	16.12
Minnesota Energy Resources	Mult – Nat'l Gas	4,923.99
Mississippi Welders Supply Co	Amb – Oxygen	109.57
MN Public Facilities Authority	Stp – Interest Go BDS MN PFA	11,643.14
Northland Trust Services, Inc	Go Ref BDS & Sewer Rev Note	113,273.50
Olsen Chain & Cable, Inc	Light – Annual Crane Inspection	280.00
Pearson Education	Amb – EMT Class Instr Mtls	696.22
Pine Island Bank	Go Tax Abatement BDS	34,474.50
Pomp's Tire Service, Inc	Street Equip – 07 Front Tires	1,295.00
R C T Sewer & Vac	Sewer- Video	125.00
Schilling Supply Company	Clerk's Office /Liquor – Paper & Bags	222.39
SE Libraries Cooperating	Library – Auto fees, 2 Computers, Monitor	2,532.67
Semnit	Mult – Misc	440.00
Severson Oil Company	Street Equip – Diesel Eshause Fl	36.70
Taser International	PD – Taser Supplies	382.90
Todd's Towing & Transport	PD – Tow Fee	100.00
Tri County Electric Co-Op	Mult – Elec Energy, Lighting	203,056.49
United Laboratories	Mult – Cleaning Supplies	147.62
US Bank	Go Sewer Rev Ref Bonds 2009A	450.00
Verizon Wireless	Ambulance – Comm Exp	242.37

Water Systems Company	Clerk's Office – Drinking Water	13.72
Wiebke Tire & Exhaust, LLC	Street Equip – Tire Repair	509.50
Winona Controls, Inc	City Hall – Repairs/Maint	<u>441.31</u>
Total:		\$426,660.94

ANNOUNCEMENTS: The next regular Council meeting will be on Monday, January 23, 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 Lemke. All members present voted in favor, and the motion was declared carried to adjourn at 7:40 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk-Administrator