

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL  
CITY COUNCIL CHAMBERS, CITY HALL  
CALEDONIA, MINNESOTA  
Monday, April 9, 2018

CALL TO ORDER: Following due call and notice thereof, Mayor Schroeder called the meeting to order at 6:00 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: Casey Klug, public works and zoning director; Stephanie Mann, finance officer; and Adam Swann, clerk-administrator. Visitor(s) present: James Maloney, Davy Engineering Co.; Craig Moorhead, *Caledonia Argus*; Shannon Sweeney, David Drown Associates, Inc.

CONSENT AGENDA: Member Lemke 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 March 28, 2018 regular meeting
- b. Accept letter of retirement from Myron Kinneberg as custodian for City of Caledonia, effective May 1, 2018
- c. Approval to hire Lydia Melde as manager of Caledonia Aquatic Center for 2018 pool season
- d. Approval to hire Maria Schieber and Marten Morem as assistant managers of Caledonia Aquatic Center for 2018 pool season

PUBLIC COMMENT: None.

CLERK-ADMINISTRATOR:

- a. Updates
  - i. Hotel market study: Clerk-Administrator Swann reported that Core Distinction Group was tentatively scheduled to visit the City and conduct interviews on Tuesday, May 8, 2018.

NEW BUSINESS:

- a. Consideration of bids for 2018 Public Improvement Project on E. South St. and S. First St.: Council reviewed the bid results for the 2018 Public Improvement Project on E. South Street and S. First Street. The City received eight bids by 2:00 p.m. on Wednesday, April 4, 2018. James Maloney of Davy Engineering presented a recommendation that the City accept the bid (and alternate bid for Flygt pump) from Zenke, Inc. for \$427,139.90, which was the lowest bid because of the \$1,200 deduct for the Flygt pump alternate. The next lowest bid was from Winona Mechanical in the amount of \$427,314.95. Swann reported that the total project cost was estimated at \$542,942.90 including engineering, legal, and administrative fees totaling \$115,803 and a 5% contingency of \$21,357. Swann reported that the total estimated project cost of \$542,942.90 was higher than the \$388,040 cost estimated at the public hearing on the public improvement project on October 9, 2017 because the City had added \$26,580 in necessary storm sewer repairs and \$87,092.90 in additional road reconstruction work; in addition, Davy Engineering had increased estimated engineering, legal, and administrative fees by \$35,706. Member Burns moved to accept the bid from Zenke, Inc. with the Flygt pump alternate and

award Zenke, Inc. the contract in the amount of \$427,139.90. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of Resolution 2018-008: A Resolution Providing for the Competitive Negotiated Sale of \$1,620,000 General Obligation Street Reconstruction and Utility Revenue Bonds Series 2018A: Shannon Sweeney of David Drown Associates summarized the process the City would follow if the Council approved moving forward with an offer to sell general obligation street reconstruction and utility revenue bonds for the 2018 North Kingston Street Reconstruction Project. Council reviewed proposals to solicit bids for the competitive negotiated sale of bonds in the amount of \$1,620,000 or \$1,830,000. Sweeney recommended the City obtain a credit rating from Standard and Poor's if the City solicited bids for bonds. Member Burns moved to approve Resolution 2018-008, a resolution providing for the competitive negotiated sale of \$1,620,000 general obligation street reconstruction and utility revenue bonds series 2018A. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Review of potential public nuisance at 1003 E. Grove St.: Public Works and Zoning Director Casey Klug reported that the potential public nuisance at 1003 E. Grove Street had been resolved by the property owners. No further action was taken by the Council.

d. Review of potential public nuisance at 324 W. Main St.: Klug reported that he had sent a letter by certified mail to the tenant, Ms. Connie Morejon, and the property owner, Mr. Michael Conner, on March 19, 2018, regarding potential nuisances on the property, which included three potentially unlicensed vehicles on the property as well as household items, lawn equipment, machinery, and other improperly stored materials on the premises. Klug presented Council with photos showing that two vehicles remained on the property along with bags of trash and several pieces of lawn equipment. Klug reported that none of the tenants at the property had Minnesota driver's licenses. Member Vick moved the following: 1) to declare the trash and lawn equipment/machinery on the premises a public nuisance and order the items be removed within 7 days or else the items would be removed at the City's direction and the costs billed to the tenant and property owner and 2) have the Police Department address the unregistered vehicles. Mayor Schroeder seconded the motion, and all members present voted in favor of the motion.

e. Review of potential public nuisance at 712 E. Grant St.: Klug reported that the City had received complaints that the property at 712 E. Grant St. was using a wood stove that was generating smoke that was flowing into the surrounding properties, in violation of City Code Sections 153.186, 90.15(A), and 90.16(I). Klug reported that he had visited the property and observed the smoke. Klug reported that he had sent a certified letter to the property owner, Jade Steele, on February 27, 2018, but had not received a response. Councilmember Fisch reported that he drove by 712 E. Grant St. on Saturday, April 7, 2018 and observed smoke going into an adjacent house. Mayor Schroeder moved that the property owner had to remedy the public nuisance within 7 days or else the City would take care of it. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Overtime report: Members reviewed the overtime report for the pay period Mar. 12, 2018 – Mar. 25, 2018. No further action was taken by the Council.

g. Prepaid claims: Members reviewed the prepaid claims for the period Mar. 15, 2018 – Apr. 6, 2018. Member Lemke 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.

|                                |                                     |           |
|--------------------------------|-------------------------------------|-----------|
| Caledonia Fire Dept Relief Asn | Annual Relief Assn Contr 2018       | 3,747.38  |
| Caledonia True Value           | Mult – Misc                         | 403.03    |
| Heim, Kendra                   | PD – 2018 Uniform Allowance         | 163.09    |
| Ken’s Small Engine, Inc        | Mult – Power Broom                  | 639.59    |
| Smith Schafer & Associates     | Annual Audit 2017                   | 12,500.00 |
| Stemper, Matthew J             | Mult – Check Boiler                 | 280.00    |
| Swann, Adam G                  | Clerk/Adm – Travel Exp              | 37.06     |
| US Postal Service              | PD – Stamped Envelopes              | 306.25    |
| Andrade & City, Erleide        | Meter Deposit Refund & Interest     | 251.00    |
| B & M Service Center           | Street Equip – Fuel                 | 119.00    |
| Becker, Nathan                 | Electric – Phone Stipend March 2018 | 25.00     |
| Betz, Mark G                   | Street – Phone Stipend March 2018   | 25.00     |
| Boesen, Dan                    | Personal Phone Stipend March 2018   | 25.00     |
| Bulman & City, Kelsey          | Meter Deposit Refund & Interest     | 251.00    |
| Bulman, Megan A                | Amb – Reim Conference Reg Fee       | 165.00    |
| Danielson & City, Richard      | Meter Deposit Refund & Interest     | 252.80    |
| Houston County Treasurer       | Ho Co Coll Site April 2018          | 4,690.00  |
| Jack Neumann Trucking          | Liquor – Freight Exp                | 102.00    |
| Johnson Brothers Liquor Co     | Liquor Store Inventory              | 1,711.86  |
| Klug, Casey                    | Public Works – Phone Stipend        | 25.00     |
| Mayo Clinic                    | Amb – BLS Card(s)                   | 50.00     |
| Mcmullen & City, Judy          | Meter Deposit Refund & Interest     | 250.34    |
| Modern Marketing               | PD – Bookmarks (Alice Program)      | 269.14    |
| Nelson, Craig T                | Personal Phone Stipend March 2018   | 25.00     |
| Northern Beverage Dist         | Liquor Store Inventory              | 1,492.19  |
| Paustis Wine Company           | Liquor Store Inventory              | 494.75    |
| Phillips Wine & Spirits Co     | Liquor Store Inventory              | 2,139.74  |
| Rask, Nicholas D               | Animal Control – Rent/Misc Exp      | 75.00     |
| Rusch & City, Jeremy           | Meter Deposit Refund & Interest     | 253.20    |
| Schott Distributing Co, Inc    | Liquor Store Inventory              | 5,963.50  |
| Schwartz, Dan                  | Street – Phone Stipend March 2018   | 25.00     |
| Smith & City, Katie            | Meter Deposit Refund & Interest     | 250.83    |
| Spring Grove Soda Pop, Inc     | Liquor Store Inventory              | 111.00    |
| Stemper, James                 | 2018 Uniform Allowance              | 50.72     |
| Stoltz & City, Libby           | Meter Deposit Refund & Interest     | 252.53    |
| Tornstrom, Michael             | Amb – Phone Stipend                 | 25.00     |
| Vanminsel & City, Brian        | Meter Deposit Refund & Interest     | 251.00    |
| Wagner, Allison                | EDA – Travel Exp                    | 34.73     |
| Welscher & City, Doug          | Meter Deposit Refund & Interest     | 251.36    |
| Caledonia Oil Co, Inc          | Mult – Misc                         | 2,444.94  |
| First Supply LLC               | Water – Repair Parts                | 543.34    |
| Midwest Leak Detection         | Water – Locate Beak (Quillin’s)     | 395.00    |
| Principal Life                 | Mult – Life/AD&D/Dep Life           | 525.24    |
| Richard’s Sanitation, LLC      | Recycling Billed                    | 7,143.75  |
| Winona Controls, Inc           | Mult – Boiler Repairs/Maint/Svcs    | 1,103.38  |
| Breakthru Beverage MN          | Liquor Store Inventory              | 399.55    |

|                               |                               |           |
|-------------------------------|-------------------------------|-----------|
| G & F Distributing            | Liquor Store Inventory        | 476.45    |
| Nelson, Craig                 | Water – Travel Exp            | 36.50     |
| Schott Distributing Co, Inc   | Liquor Store Inventory        | 3,693.15  |
| Semnit                        | Mult – Tech Svces             | 1,000.00  |
| Spring Grove Soda Pop         | Liquor Store Inventory        | 354.45    |
| Wagner, Allison               | 2018 Clothing Allowance       | 60.00     |
| Ziebell’s Hiawatha Foods      | Liquor Store Inventory        | 37.44     |
| Business Financial Planning   | Flex Plan – Adm Fees          | 115.00    |
| Commissioner of Revenue       | State W/H – Payday            | 1,878.08  |
| Merchants Bank                | Fed/FICA/Med – Payday         | 9,095.45  |
| Resco                         | Light – Inventory             | 9,988.41  |
| Southern Glazer’s of MN       | Liquor Store Inventory        | 1,563.00  |
| Stemper, Matthew J            | City Hall/Aud – Check Boiler  | 300.00    |
| WSB                           | Kingston St Reconstruction    | 583.75    |
| Business Financial Planning   | Café Plan Payday              | 313.45    |
| MN Benefit Association        | MBA Payday                    | 35.34     |
| MN State Retirement System    | MNDCP/Roth – Payday           | 900.00    |
| NCPERS Minnesota              | NCPERS Payday                 | 32.00     |
| Public Emp Retirement System  | Pera Payday                   | 8,048.71  |
| Ziebell’s Hiawatha Foods, Inc | Liquor Store Inventory        | 72.37     |
| ABDO – Spotlight – Magic      | Library – Books               | 114.70    |
| Baycom.inc                    | Amb – Radio/Ant/Wiring – 2018 | 1,231.92  |
| Boesen, Dan                   | Sewer – Travel Expense        | 549.24    |
| Caledonia Bakery              | Clerk’s Office – Misc         | 12.80     |
| Center Point Large Print      | Library – Books               | 60.00     |
| Dress, Ashley                 | Library – Teaching Mtls, Misc | 1,165.19  |
| Eitzen Truck Shop & MFG       | Amb - #257 Repairs/Maint      | 269.01    |
| Illinois Library Association  | Library – Summer Reading Mtls | 245.90    |
| Mayo Clinic                   | Mult – Consortium Fee         | 485.00    |
| Merchant’s Bank               | Fed/FICA/Med – Payday         | 395.44    |
| Northern Beverage Dist        | Liquor Store Inventory        | 3,607.12  |
| Printy Quick                  | Mult – Meter Door Hangers     | 154.96    |
| Public Emp Retirement Assn    | Pera/DCP – Payday             | 150.00    |
| Tornstrom, Michael            | Amb – Reim Eitzen Parade      | 103.00    |
| World Book, Inc               | Library – Books               | 209.00    |
| MN Dept of Revenue            | Sales/Use Tax – March 2018    | 17,209.00 |
| Commissioner of Revenue       | State W/H – Payday            | 244.89    |
| Merchants Bank                | Fed/Fica/Med – Payday         | 1,258.12  |
| Public Emp Retirement Assn    | Pera Payday                   | 848.07    |
| Acentek                       | Mult – Comm Exp               | 1,294.08  |
| Coffield, Mark                | PD – Health Insurance         | 477.89    |
| Dress, Ashley                 | Library – Reim Postage        | 281.28    |
| IUOE Local 49 Benefit Fund    | Mult – Health Insurance       | 24,856.00 |
| Jack Neumann Trucking         | Liquor – Freight Exp          | 52.00     |
| Johnson Brothers Liquor Co    | Liquor Store Inventory        | 1,197.95  |
| Mayo Clinic                   | Amb – Heartsaver First Aid    | 119.00    |
| Minnesota Energy Resources    | Mult – Nat’l Gas              | 4,537.54  |
| Phillips Wine & Spirits Co    | Liquor Store Inventory        | 1,271.21  |
| Schott Distributing Co, Inc   | Liquor Store Inventory        | 3,537.62  |
| Spring Grove Soda Pop, Inc    | Liquor Store Inventory        | 124.00    |
| Verizon Wireless              | Mult – Comm Exp               | 193.25    |

|                               |                              |                     |
|-------------------------------|------------------------------|---------------------|
| Visa                          | Mult – Misc                  | 2,517.59            |
| Kruckow, Sarah L              | Amb – Reim Confrence Reg Fee | 165.00              |
| Northern Beverage Dist        | Liquor Store Inventory       | 2,531.90            |
| Spring Grove Soda Pop, Inc    | Liquor Store Inventory       | 109.05              |
| Ziebell’s Hiawatha Foods, Inc | Liquor Store Inventory       | 40.44               |
| Dept of Human Services        | Amb – Non Fed Share of Supp  | <u>3,724.23</u>     |
| <b>Total:</b>                 |                              | <b>\$164,669.27</b> |

g. Claims payable: Council reviewed the claims payable for April 2018. 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 LLC         | Consulting Attorney – Labor/Svcs        | 837.00             |
| American Lock & Key          | Aud – Keys (Dupl)                       | 45.00              |
| Artic Glacier USA, Inc       | Ice                                     | 43.84              |
| Auto Value Parts Store       | Street Equip & FD – Misc parts, Battery | 73.44              |
| Baker & Taylor Books         | Library – Books                         | 289.43             |
| Baycom.inc                   | Mult – Batteries                        | 549.50             |
| Beacon Athletics             | Athletic Field Marking Chalk            | 326.00             |
| Becker & Stemper Electric    | Elec Div – Kingston St Lighting         | 18,986.00          |
| Bonanza Grain, Inc           | Mult – Cr Rock Vista Drive              | 660.13             |
| Bound Tree Medical, LLC      | AMB – Supplies                          | 690.78             |
| Burroughs Equip Repair Parts | Street Equip – Repairs/Maint            | 1,657.23           |
| Caledonia Lumber Co, Inc     | Light – Misc Bldg Repair Parts          | 45.25              |
| Carquest Auto Parts Store    | Mult – Windshield Wash                  | 110.00             |
| Chief Supply                 | PD – Led Flashlight Upgrade             | 79.96              |
| City of Caledonia - Utilites | Mult – Electric                         | 11,266.49          |
| Core Distinction Group, LLC  | EDA – Feasibility Retainer              | 3,750.00           |
| Davy Engineering             | Mult – Misc                             | 11,736.66          |
| Davy Laboratories            | Stp – Lab                               | 1,647.25           |
| E O Johnson Company          | Mult – Copier Agr                       | 482.84             |
| Expert T Billing             | Amb – Contracted Billing                | 621.00             |
| Goodyear Tire & Rubber Co    | FD – Truck Tires                        | 1,746.10           |
| Heiman Fire Equip, Inc       | FD – Uniforms                           | 332.00             |
| Innovative Office Solutions  | Mult – Office Supplies                  | 264.90             |
| Kwik Trip Stores             | Clerk’s Office – Training Refresher     | 6.09               |
| Macqueen Equip Group         | Street Equip – Repair Parts             | 254.65             |
| Menard’s                     | Mult – Torch Kit, Misc                  | 239.07             |
| Minnesota Pump Works         | Stp – Industrial Lift St. Repair        | 2,368.52           |
| Mississippi Welder’s Supply  | Amb – Oxygen                            | 63.52              |
| MN Pollution Control Agency  | Stp – 2017 Annual Permit Fee            | 1,450.00           |
| Ok Tire Store – Motley       | Amb – Tires #257                        | 210.00             |
| Richard’s Sanitation, LLC    | Refuse Disposal                         | 148.59             |
| Schilling Supply Company     | Mult – Copy Paper, Bags, Tissue         | 286.63             |
| SE Libraries Cooperating     | Library – Tech Fees, Chromebook         | 1,507.65           |
| Sema Equipment, Inc          | Street Equip – JD 2016 Mower Rep        | 183.11             |
| Tirechain.com                | FD – Tire Chains                        | 223.14             |
| Water Systems Company        | Clerk’s Office – Drinking Water         | 21.55              |
| Zarnoth Brush Works, Inc     | Street Equip – Broom Refill/Disp        | <u>770.50</u>      |
| <b>Total:</b>                |   | <b>\$63,973.82</b> |

ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for Monday, April 23, 2018 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 8:42 p.m.

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DeWayne "Tank" Schroeder  
Mayor

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Adam G. Swann  
Clerk-Administrator