

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL  
CITY COUNCIL CHAMBERS, CITY HALL  
CALEDONIA, MINNESOTA  
Monday, June 11, 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, Robert Lemke, and Randi Vick. Council member(s) absence: Paul Fisch. City staff present: Casey Klug, public works and zoning director; Adam Swann, clerk-administrator. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; John Rauk; Alison Rautman; and Jeffrey Wild.

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 May 29, 2018 regular City Council meeting
- b. Approval of application by Lee and Elsie Babler for land use permit to construct 180 sq. ft. deck at 226 E. Main St.
- c. Approval of application by Caledonia Area Public Schools ISD #199 for land use permit to construct press box, storage, and seating at 825 N. Warrior Ave.
- d. Approval to hire Emma Buttell as part-time, seasonal lifeguard at Caledonia Aquatic Center for 2018 summer season

PUBLIC COMMENT:

- a. Scott Betz: Mr. Betz appeared before Council and requested more time to clean up his salvage yard at 109 Hi-Way St. in the City of Caledonia. Council took no action on his request.

CLERK-ADMINISTRATOR:

- a. Updates
  - i. Hotel market study: Clerk-Administrator Swann reported that the City received a draft of the hotel market study from Core Distinction Group. The report recommended development of an upper midscale to midscale hotel option in the City that would have between 35-45 guestrooms. Swann reported that the City would forward the report to several hotel chains once the report was finalized.
  - ii. 2018 E. South St. and S. First St. Public Improvement Project: Swann reported that Zenke, Inc. was scheduled to start mobilizing on Tuesday, June 12 and scheduled to start construction of the lift station on Wednesday, June 13. Swann reported that Public Works/Zoning Director Casey Klug had hand-delivered letters to property owners informing them that work on the project was going to be starting.
  - iii. Mediation with Law Enforcement Labor Services: Swann reported that he and Councilmember Burns were going to be participating in a second mediation with Law Enforcement Labor Services on June 14, 2018. The purpose of the mediation was to attempt to reach an agreement on a new collective bargaining agreement.

iv. Personnel news: Swann reported that June 11, 2018 was Peter Muenkel's first day of work for the City as custodian. Swann also reported that William Persons was going to be starting as a police officer for the City in about two weeks.

NEW BUSINESS:

a. Public hearing re application by John Rauk and Alison Rautman for 19-foot setback variance to construct garage 11 feet from west property line at 520 S. Pine St.: At 6:22 p.m. Member Vick moved to adjourn the regular City Council meeting to hold a public hearing on an application by John Rauk and Alison Rautman for a setback variance to construct a garage. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed. The public hearing was opened at 6:23 p.m. Public Works/Zoning Director Casey Klug reported that John Rauk and Alison Rautman were requesting a 19-foot setback variance to construct a 12' x 22' garage 11 feet from the west property line at 520 S. Pine Street. Klug reported that public hearing notices had been sent to property owners within 350 feet of the property and that there hadn't been any responses. Klug reported that the proposed setback variance would not interfere with the City easement. At 6:28 p.m. Member Lemke moved to close the public hearing and reconvene the regular City Council meeting. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed. The regular City Council meeting reconvened at 6:28 p.m.

b. Consideration of application by John Rauk and Alison Rautman for 19-foot setback variance to construct garage 11 feet from west property line at 520 S. Pine St.: On the basis that 1) the neighbor to the north of the property had a garage that was in line with the existing garage and was closer to the west property line, 2) the proposed garage would not infringe on the neighbors any worse than what was already on the property, and 3) there were no objections from neighbors, Member Burns moved to approve the application by John Rauk and Alison Rautman for a 19-foot setback variance to construct a 12' x 22' garage 11 feet from the west property line at 520 S. Pine Street. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

c. Public hearing re application by Jeffrey Wild for 12-foot setback variance to construct an addition 8 feet from north property line at 405 S. 1<sup>st</sup> St.: At 6:29 p.m. Member Vick moved to adjourn the regular City Council meeting to hold a public hearing on an application by Jeffrey Wild for a setback variance. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed. The public hearing was opened at 6:30 p.m. Public Works/Zoning Director Casey Klug reported that Jeffrey Wild was requesting a 12-foot setback variance to construct an addition 8 feet from north property line at 405 S. 1<sup>st</sup> Street. The proposed addition would be 16' x 24' and would contain an office, restroom, and waiting room. Klug reported that public hearing notices had been sent to property owners within 350 feet and that the City hadn't received any responses. At 6:33 p.m., Member Lemke moved to close the public hearing and reconvene the regular Council meeting. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed. The regular City Council meeting was reconvened at 6:33 p.m.

d. Consideration re application by Jeffrey Wild for 12-foot setback variance to construct an addition 8 feet from north property line at 405 S. 1<sup>st</sup> St.: Member Burns noted that 1) it was a

commercial property, 2) the adjacent property to the north had buildings that were closer to the property line, and 3) the proposed addition would still leave about 10' between the building and property line. Mayor Schroeder moved to approve Jeffrey Wild's application for a 12-foot setback variance to construct an addition 8 feet from the north property line at 405 S. 1<sup>st</sup> Street. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

e. Consideration of change order #3 to construct storm sewer pipe along E. South St.: Council reviewed proposed change order #3 for the E. South St. and S. First St. Public Improvement Project. Public Works and Zoning Director Casey Klug reported that the proposed change order would remove storm sewer along S. First St. and install new storm sewer along E. South St. at a cost of \$65,498. The change order would also remove and abandon storm sewer underneath parcel ID 210391001 at a cost of \$13,729. The total amount of the proposed change order was \$79,227. Mayor Schroeder commented that the storm sewer needed to be fixed, and it would be more cost-effective to do it while the street was torn up for the E. South St. and S. First St. Public Improvement Project. Member Burns added that abandoning the storm sewer under parcel ID 210391001 would eliminate future problems if the City had a problem with the storm sewer and needed to access it. Member Burns moved to approve change order #3, construction of storm sewer piping along E. South St., in the amount of \$79,227. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed.

f. Consideration of recommendation to hire Rosine Macomber as part-time administrative assistant at the Police Department: Clerk-Administrator Swann reported that on June 6, 2018 a panel—comprising Member Burns, Member Vick, Assistant to the Clerk-Administrator Allison Wagner, and Swann—interviewed four candidates for the part-time administrative assistant position at the Police Department. Swann reported that it was the recommendation of the panel to offer the position to Rosine Macomber. Member Burns summarized the reasons for the recommendation. Member Burns moved to hire Rosine Macomber as the part-time administrative assistant at the Police Department at the advertised wage of \$16.37/hr. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

g. Overtime report: Members reviewed the overtime report for the pay period May 21, 2018 – June 3, 2018. No further action was taken by the Council.

h. Prepaid claims: Members reviewed the prepaid claims for the period May 16, 2018 – June 8, 2018. 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.

B & M Service Center	Amb/Street - #258 Bal Front Tires, Fuel	130.00
Becker, Nathan	Electric – Phone Stipend May 2018	25.00
Betz, Mark G	Street – Phone Stipend May 2018	25.00
Boesen, Dan	Personal Phone Stipend May 2018	25.00
Houston County Treasurer	Mult – Refresher, Ho Co Coll Site, Misc	5,347.22
Kester, Susan L	Amb – EMS Training Examiner	175.00

Klug, Casey	Public Works – Phone Stipend	25.00
La Crescent Youth Ball	Reg Fee – 13U Lower	200.00
Ludtvedt, Margaret	Detective Sidewalk PRGM Reim	333.18
Nelson, Craig	Personal Phone Stipend May 2018	25.00
Rask, Nicholas D	Animal Control – Rent/Misc Exp	75.00
Richard’s Sanitation	Recycling Billed 5/1/2018	7,131.25
Scholastic Library Publishing	Library – Books	17.88
Schwartz, Dan	Street – Phone Stipend May 2018	25.00
Tornstrom, Michael	Amb – Phone Stipend May 2018	25.00
Winona Controls, Inc	Aud – Boiler Maint/Repairs	186.00
Erickson & City, Todd	Mult – Misc	253.01
Guillaume & City, Clarissa	Mult – Misc	252.16
Lange & City, Tim	Meter Deposit Refund & Interest	254.32
Neenah Foundry Co MCPL	Storm Sewer Mtls	1,682.86
Northern Beverage Dist	Liquor Store Inventory	2,123.15
Commissioner of Transportation	Park Area – Comm Sign Permit	60.00
Breakthru Beverage of MN	Liquor Store Inventory	353.40
Burroughs & City, Amanda	Meter Deposit Refund & Interest	353.56
G & F Distributing	Liquor Store Inventory	247.40
Mayo Clinic	Amb – HCP Cards	110.00
Merchant’s Capital Resource	FD – 2008 Alexis Pumper	30,664.35
Moore, Kody	Rec Park – Travel Exp	43.60
Principal Life	Mult – Life/AD&D/Dep Life	499.85
S&P Global Ratings	N Kingston – Go St Recon	9,500.00
Schott Distributing Co, Inc	Liquor Store Inventory	3,270.35
Southern Glazer’s of MN	Liquor Store Inventory	518.75
Spring Grove Soda Pop, Inc	Liquor Store Inventory	240.40
Business Financial Planning	Café Plan Payday	313.45
Commissioner of Revenue	State W/H – Payday	1,928.49
Merchant’s Bank	Fed/FICA/Med – Payday 5/22/2018	9,374.38
MN Benefit Association	MBA Payday	35.34
MN Child Support Payment Ctr	1 Case Id	210.42
NCPERS Minnesota	NCPERS Payday	32.00
Public Emp Retirement Assn	Pera Payday	8,153.21
Flow Measurement & Control Co	Mult – Labor/Svces	685.00
MCMaster –Carr Supply Co	Water – Repair Parts Yard	171.41
Meyer Brothers, Inc	Sidewalk Replacement	330.00
RESCO	Light – Inventory	1,874.56
Smith Schafer & Associates	Annual Audit 2017	5,025.00
Tri-State Ambulance, Inc	Intercept Fee Run	250.00
A1 Precision Pumping, Inc	Camera Sewer Line	200.00
Meyer’s Lawn Service	Park Areas – General Clean-up	255.00
MN Rural Water Assn	Membership July 2018	260.00
Northern Beverage Dist	Liquor Store Inventory	5,833.55
Caledonia Oil Co, Inc	Mult – Fuel	2,241.96
Corcoran, Sharon	Defective Sidewalk Repair	276.25
Dalco	Mult – Misc	805.91
Hokah, City of	Recording Fee – Caledonia Oil	84.66
Jack Neumann Trucking	Liquor – Freight Exp	96.00

Johnson Brothers Liquor Co	Liquor Store Inventory	2,298.51
Meyer Brothers, Inc	Curb Repairs	908.00
My Turn PlayStation Inc	Vet's Park – Wood Fiber	9,030.00
Northern Beverage Dist	Liquor Store Inventory	2,306.29
Phillips Wine & Spirits Co	Liquor Store Inventory	1,385.76
RESCO	Light – Inventory	1,079.46
SAM's Club	Pool – Cooler, Freezer, Misc	590.96
Schott Distributing Co, Inc	Liquor Store Inventory	6,807.16
Spring Grove Soda Pop, Inc	Liquor Store Inventory	279.10
Titan Machinery Inc	Street Equip – Sweeper, Freight	506.34
Wine Merchants	Liquor Store Inventory	72.00
Dress, Ashley	Library – Reim Teaching Mtls	14.00
MN Dept of Revenue	Sales/Use Tax – May 2018	17,161.00
Breakthru Beverage MN	Liquor Store Inventory	1,646.39
Coffield, Mark	PD – Health Insurance	477.89
Commissioner of Revenue	State W/H – Payday	276.92
G & F Distributing	Liquor Store Inventory	298.95
J-Line Design	Pool – Signs	275.00
Merchant's Bank	Fed/FICA/Med – Payday	1,581.07
Meyer Concrete LLC	Sidewalk/Apron (Near Firebarn)	4,529.00
Public Emp Retirement System	Pera Payday	1,061.87
Schott Distributing Co, Inc	Liquor Store Inventory	3,326.80
Spring Grove Soda Pop, Inc	Liquor Store Inventory	117.90
Moore, Kody	Rec Park – Travel Exp	43.60
Business Financial Planning	Café Plan Payday	313.45
City of Caledonia	Increase Change Fund	140.00
Commissioner of Revenue	State W/H – Payday	2,009.66
Houston County Treasurer	Recording Fee – Norman Snodgrass	46.00
IUOE Local #49	Union Dues – June 2018	379.50
Law Enforcement Labor Svce	PD – Union Dues June 2018	196.00
Merchant's Bank	Fed/FICA/Med – Payday	9,613.47
Meyer Concrete	Curb, Drain, & Sidewalk Repair	5,746.00
MN Child Support Payment Ctr	1 Case Id	210.42
MN State Retirement System	MNDCP/Roth – Payday	900.00
Public Emp Retirement System	Pera Payday	8,461.14
Southern Glazer's of MN	Liquor Store Inventory	948.76
Verizon Wireless	Mult – Comm Exp	193.94
Ziebell's Hiawatha Foods, Inc	Liquor Store Inventory	34.22
SAM's Club	Mult – Misc	70.32
Acentek	Clerk's Office – Comm Exp	1,282.97
Fitzpatrick, Tom	Defective Sidewalk Prgm Reim	55.00
Gareth Stevens Publishing	Library – Books	110.70
IUOE Local 49 Benefit Fund	Mult – Health Ins	26,096.00
Minnesota Emergency Resources	Mult – Nat'l Gas	1,021.31
Northern Beverage Dist	Liquor Store Inventory	1,865.70
SAM's Club	Pool – Conc Product For Resale	467.12
Schott Distributing Co, Inc	Liquor Store Inventory	6,724.75
Spring Grove Soda Pop, Inc	Liquor Store Inventory	220.75
Visa	Mult – Misc	2,169.19

TDS Media Direct	Liquor Store – Ad Crest Inn Brochure	399.00
		<b>Total: \$229,229.62</b>

i. Claims payable: Council reviewed the claims payable for June 2018. Member Burns 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.

AAA State of Play	Playground – Replace Park Bench	585.00
Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	2,818.50
Airgas USA, LLC	Street – Oxygen/Acetylene	152.72
Artic Glacier USA, Inc	Ice	285.44
Auto Value Parts Store	Mult – Equip, Parts, Misc	204.18
Baker & Taylor Books	Library – Books	346.58
Bonanza Grain, Inc	Mult – Misc	1,670.48
Border States Electric Supply	Light – Inventory	291.37
Bound Tree Medical, LLC	Amb – Misc	2,110.59
Boys & Girls Clubs	Rec Park – Reg Fee	175.00
Caledonia Auto Repair, LLC	PD – Brake Repair Car #22, Tow Fee	388.99
Caledonia Econ Develop Auth	Transfer from City to General Fund	20,000.00
Caledonia Implement Co	Street Equip Repair Parts	46.98
Caledonia Lumber Co, Inc	Mult – Repair Parts	228.42
Caledonia Oil Co, Inc	Street – Nozzle	180.00
Caledonia Police Reserves	Donation – Natl Night Out	250.00
Carquest Auto Parts Store	Street Equip – Fluids	25.98
City of Caledonia – Utilites	Mult – Misc	11,124.43
Colibri Systems North America	Library – Book Covers	337.44
Core & Main LP	Mult – Misc	1,089.23
David Drown Assoc, Inc	N Kingston – Labor/Svces	16,750.00
Davy Engineering	Mult – Misc	11,565.89
Davy Laboratories	Stp – Lab	89.25
Ditch Witch of Minnesota, Inc	Elec Div – Wire Pulling Attachment	138.65
E O Johnson Company	Mult – Copier Agr	482.84
ECM Publishers, Inc	Mult – Misc	1,948.90
Eitzen State Bank	PD – Records Request	130.00
Farmer’s Win Coop	Pool – Chemicals	141.65
Farrell Equipment & Supply	Mult – Handicap Grids, Concrete Patch Mix	764.93
Flaherty & Hood, PA	Consulting Atty – Legal Fees	748.75
Gopher State One Call	Light – Location Notifications	82.50
Hammell & Murphy, PIIIP	City of Cal – General Matters	362.50
Hawkins, Inc	Mult – Chlorine Cylinder & Chemicals	1,032.55
Innovative Office Solution	Mult – Office Supplies, Misc	230.50
Jack Neumann Trucking	Liquor – Freight Exp	108.00
J-Line Design	Mult – Bicycle Stickers	114.00
Johnson Brothers Liquor	Liquor Store Inventory	1,963.35
Klug, Lyle	Liquor Store – Unplug Drain	30.00
Kwik Trip Stores	Amb – Fuel	64.62
La Crosse Truck Center, Inc	Street Equip – Truck 2004 Repairs	396.39
Lackore Electric Motors Repair	Street Equip – Labor/Svces	25.00
Mathy Construction Co	Streets – Cold Mix For Patching	717.47

Mayo Clinic	Amb – BLS Card(s)	70.00
Menard’s	Mult – Misc	781.13
Meyer’s Lawn Service	Lawn Mowing – 720 E Washington	75.00
Mienergy Cooperative	Mult – Elec Energy, Grn Acres Lighting	158,717.34
Minnesota Dept of Commerce	Light – 1 <sup>st</sup> Qtr Fiscal Yr 2019	537.83
Minnesota Dept of Health	Water Svc Conn Fee 2 <sup>nd</sup> Qtr 2018	1,860.00
Mississippi Welders Supply Co	Amb – Oxygen	232.12
Northern Beverage Dist	Liquor Store Inventory	696.40
Phillips Wine & Spirits Co	Liquor Store Inventory	2,721.90
Pioneer Products, Inc	FD – Gear Cleaning Wipes	322.74
Richard’s Sanitation, LLC	Refuse Disposal	164.97
Sandry Fire Supply, LLC	FD – Uniforms	566.69
Schilling Supply Company	Mult – Copy Paper, Towels	350.65
SE Libraries Cooperating	Library – Tech Fees	610.72
Servicemaster Comm Cleaning	Janitorial Svces May 2018	2,053.10
United Parcel Service	Light – UPS Fee	53.79
US Bank	N Kingston St – Labor/Svces	850.00
US Postal Service	Annual Fee – PO Box 232	274.00
Wagner, Allison	EDA – Travel Exp	28.34
Water Systems Company	Clerk’s Office – Drinking Water	21.55
Winona Health Services	PD – Lab/Visit	138.00
Ziebell’s Hiawatha Foods, Inc	Liquor Store Inventory	24.19
<b>Total:</b>		<b>\$251,349.53</b>

j. City Code reminders: Member Burns requested that City staff publish an advertisement in the *Caledonia Argus* reminding citizens of the following rules under City Code: 1) a citizen must keep his/her dog on a leash; 2) a citizen may not allow his/her cats to run at large, 3) a property cannot have more than three dogs or cats total; 4) grass and weeds cannot exceed 12 inches in height; and 5) boats cannot be parked on City streets for longer than 72 hours.

k. Closed meeting to consider strategy for labor negotiations with Law Enforcement Labor Services: At 7:19 p.m., pursuant to M.S. § 13D.03, subd.1(b), Member Burns moved to close the City Council meeting to discuss the City’s strategy for labor negotiations with Law Enforcement Labor Services. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed. The meeting was closed at 7:19 p.m.

At 7:50 p.m. the City Council meeting was reopened. Mayor Schroeder confirmed that during the closed meeting the City Council discussed the City’s negotiation strategy for labor negotiations with Law Enforcement Labor Services.

**ANNOUNCEMENTS:**

a. The next regular Council meeting was scheduled for Monday, June 25, 2018 at 6:00 p.m.

**ADJOURNMENT:** There being no further business before the Council, a motion to adjourn was made by Mayor Schroeder, seconded by Member Burns. All members present voted in favor, and the motion was declared carried to adjourn at 7:54 p.m.

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DeWayne "Tank" Schroeder  
Mayor

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Adam G. Swann  
Clerk-Administrator