

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, January 28, 2008

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members: Paul Fisch, Randi Vick and Gary Klug. Members absent: Robert Standish. Consultants and City staff present: Mike Gerardy, Joyce Iverson, Stephanie Mann, Mike Tornstrom and Robert L. Nelson. Visitors present: Charlie Warner, Reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Fisch, seconded by Member Klug, to approve the Consent Agenda Items, listed below. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, January 14, 2008, as presented.

PUBLIC HEARING

A. ECONOMIC DEVELOPMENT BOARD: Mayor Morey recessed the regular meeting to conduct a public hearing to consider a request to have the 5 member economic development board increased to a 7 member board. Joyce Iverson, EDA Director, informed the Council that the new terms would be for four and six years, respectively. When there was no further testimony, Mayor Morey closed the public hearing. Following discussion, a motion was made by Member Fisch, seconded by Member Vick, to adopt a resolution increasing the Economic Development Board to 7 members. All members present voted in favor and the motion was declared carried. (A copy of the full resolution is on file in the City Clerk's Office.)

VISITORS AND COMMUNICATIONS

A. AMBULANCE DEPARTMENT

1. SUPPLIES AND MANIKINS: Mike Tornstrom, Ambulance Director, requested \$2,000 to purchase manikins for First Aid Training, \$4,000 for a cot which was in the budget for 2008 and \$1,500 to be applied toward uniforms for ambulance attendants. Following discussion, a motion was made by Member Fisch, seconded by Mayor Morey, to authorize the purchases for the amounts described above. Members voting in favor: Morey, Fisch and Vick. Abstaining: Klug. The motion was declared carried.
2. DONATION: Mr. Tornstrom informed the Council that Tri-State Ambulance Service donated a CPAP Machine to the Caledonia Ambulance Service. This piece of equipment has a value of approximately \$1,200.
3. OTHER TOPICS: Mr. Tornstrom informed the Council that he in conjunction with the Clerk's Office would be preparing a 2007 Annual Report of Ambulance Service Statistics to share with the Townships who pay support to the Ambulance Service. He asked the City Council if it would be interested in allocating a per capita fee for ambulance service expenses as is requested of the townships. He reported that there was 292 ambulance calls in 2007 and informed the Council he is looking into the possibility of conducting a First Responder Course for which some firefighters may have an interest. The course is 44 hours. He informed the Council he has always tried to sign up for his 24 hours of stand-by time per week, but often is required to take additional time when other attendants are unable to fill a time slot.

B. CITY ACCOUNTANT: Stephanie Mann, Accountant, presented her monthly reports showing the cash balance at \$400,992.24, with investments at \$3,295,000. She also reviewed outstanding debt balances which accumulate to \$2,687,673. Certain debt obligations run to calendar year 2023. She also reviewed a summary budget for calendar year 2007, showing preliminary numbers before the accounts are audited. Further, she reviewed a summary of enrollment in the new flexible spending plan adopted by the City Council, beginning January 1, 2008. The report, showing the data printed below, documented the fact that the flexible spending plan is good for both the city and its employees.

Program	2008	2008 Total	Employees
	Election Amount	Tax Savings	Participating
Insurance Premium – Health, Etc.	15,817	1,013	12
Medical Reimbursement	7,870	602	9
Dependant Care	6,300	482	2
TOTAL	\$29,987	\$2,097	

Plan Fees	Annual Cost	
Annual Document Fee	100	
Annual Setup Fee	100	\$10.00/Year Per Participant
Monthly Admin Fee	360	\$3.00/Month Per Participant
TOTAL	\$560	

C. ADMINISTRATIVE COORDINATOR: Mike Gerardy, Administrative Coordinator, reviewed a proposal to purchase a welder for \$2,000, reminding the Council that it was allowed for in the 2008 budget. Following brief discussion, a motion was made by Member Fisch, seconded by Member Vick, to authorize the purchase of a welder for the estimated amount of \$2,000. All members present voted in favor and the motion was declared carried. Mr. Gerardy also informed the Council that he would obtain an estimate for one overhead garage door and that he had an appointment for an energy audit of the city buildings to be conducted by Tri-County Electric Cooperative on February 6. He informed the Council that he was researching the possibility of a \$2,000 rebate for the new energy efficient heating systems, recently installed in the City Hall building. He reported difficulty with residents, not complying with the alternate side parking, which make street plowing difficult. He reported that a plow was unable to operate on one narrow street in town because cars were on both sides of the street and the plow would not fit between cars.

- D. COMMUNICATIONS
1. The Wheel, February 2008.
 2. Ace Communications, Digital TV Increase.

OLD BUSINESS

A. JOURNEY LINEMEN CONTRACT: Having reviewed the proposed agreement between Tim Evans and the City of Caledonia for entering into an apprenticeship program, Clerk Nelson asked the council if they had any recommended changes for the contract. Comment was made that the proposed agreement should be introduced to the Caledonia Employee Association since it allowed for wage increases at times which would be different from other employees wage increases. Clerk Nelson commented that in addition to this document, certain paperwork, obligated by the State of Minnesota would also be completed. That paperwork was a document which contained the agreement for specific increases at periodic intervals.

B. WATER TRUCK: The city council opted to table discussion of the water truck issue until after the Rural Fire District Meeting which is to be held Thursday, February 7, 2008.

C. PAY EQUITY REPORT: Clerk Nelson informed the council that the city received notice of Pay Equity Compliance after successfully submitting a report to the State Department of Employee Relations. A motion was made by Mayor Morey, seconded by Member Vick, to acknowledge receipt of the report date January 28, 2008. Members voting in favor: Morey, Vick and Klug. Abstaining: Fisch. (Member Fisch was momentarily out of the room.) The motion was declared carried.

D. JOB DESCRIPTION – POLICE CHIEF: Following discussions at a number of recent meetings, Clerk Nelson introduced a proposed change to the seventh bulleted item under essential functions of the police chief’s job description. Under the existing job description, that item reads “Undertakes or effectively recommends the full compliment of personnel actions including interviewing applicants, hiring, transfer, rewarding and promotion, training, assigning and prioritizing work, coaching and performance evaluation; and recommends actions such as discipline/suspension/discharge to the City Council.” Nelson recommended that the seventh item under essential functions be revised for clarity as follows.

To: “Effectively recommends hiring, transfer, reward and promotion, and discipline/suspension/discharge to the City Council.”

And to: “Undertakes training, assigning and prioritizing work, coaching and performance evaluation and participates in interviewing applicants.”

NEW BUSINESS

A. AMBULANCE/FIRE DEPARTMENT: Discussion to consider a policy for response by both the fire department and ambulance service in the event of traffic accidents or structure fire was tabled.

B. MERCURY MINIMIZATION PLAN: Clerk Nelson introduced a proposal from Davy Engineering Company to assist the City in developing a Mercury Minimization Plan for a cost not to exceed \$5,000. Following discussion, a motion was made by Mayor Morey, seconded by Member Vick, to approve up to \$5,000 for Davy Engineering Company's assistance in developing a Mercury Minimization Plan. All members present voted in favor and the motion was declared carried.

C. EMERGENCY SERVICE: Following brief discussion concerning the City's obligation, if any, to provide emergency shelters for its citizens the topic was tabled until review could be made of Houston County's Emergency Plan.

D. FIRE DEPARTMENT: Regarding the request of Dan Schwartz, 2nd Assistant Chief, who requested permission to purchase 1,000 of 5' hose to replace a 4' hose on hand, the council tabled the request on the petition of Chief Gavin who wishes to make an alternate proposal to the Fire District at its meeting on February 7.

CLERK'S REPORT

A. WATER TOWER RENTAL: Clerk Nelson informed the City Council that Midwest Wireless, now Alltel, increased its monthly rental fee from \$200 to \$207.08, representing a 3.5% increase from calendar year 2007 to 2008, in accordance with the agreement.

B. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period December 31, 2007 – January 13, 2008.

MISCELLANEOUS ITEMS

A. STAFFING: A motion was made by Member Fisch, seconded Mayor Morey, to appoint Mary Leary as a temporary police department secretary during the absence of Amy Hoscheit who is on maternity leave. All members present voted in favor and the motion was declared carried.

B. EMPLOYEE BENEFIT TIME: A motion was made by Member Fisch, seconded by Mayor Morey, to offer Clerk Nelson bereavement leave time instead of vacation time for a relative's recent death. Members voting in favor: Morey, Fisch and Vick. Opposed: Klug. The motion was declared carried.

C. MUSIC IN THE PARK: Member Vick requested the Council allow \$1,500 from Liquor Store revenues to be applied toward the cost of the music in the park program for the summer of 2008. A motion was made by Mayor Morey, seconded by Member Fisch, to approve that proposal. All members present voted in favor and the motion was declared carried.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Klug. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 9:46 p.m. The next Regular Meeting of the City Council is scheduled for 7:00 p.m., Monday, February 11, 2008, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk – Administrator

SPECIAL MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, January 4, 2008

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members: Paul Fisch, Randi Vick and Gary Klug. Members absent: Robert Standish. Consultants and City staff present: Timothy Murphy and Robert L. Nelson. Visitors present: None.

BUSINESS ITEM

A. GRIEVANCE PROCEDURE: At this time Mayor Morey closed the meeting to meet with the City Attorney for legal direction and advice on a matter pending litigation. When the City Attorney's advice was complete, Mayor Morey ended the closed meeting and resumed the Special Meeting. A motion was made by Member Klug, seconded by Member Fisch, to initiate court action, petitioning the court to determine the labor agreement precludes the Caledonia Police Association from filing a grievance against the City and to restrain the Caledonia Police Association from arbitrating the current grievance against the City, along with such other relief as the court may deem just an equitable together with costs and disbursements. All members present voted in favor and the motion was declared carried.

ADJOURNMENT: A motion to adjourn was made by Mayor Morey and seconded by Member Vick, to adjourn the meeting. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 6:16 p.m.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk – Administrator