

SPECIAL MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Thursday, April 29, 2010

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

ROLL CALL. Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Peggy Perry, Robert Lemke, and Tom Murphy. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely and Richard Fursman, Brimeyer Group. Visitors present: None.

BUSINESS ITEMS.

A. ONBOARDING SESSION. Richard Fursman, Brimeyer Group, was in attendance to facilitate an Onboarding Session with the City Council and City Clerk/Administrator Feely. Fursman gave a brief overview of the session held earlier that afternoon with City staff. Fursman then distributed the results of the survey taken by council members and staff. The following areas were addressed:

1) What level of influence should the Administrator have in hiring Department Heads and Consultants?

Response: The administrator can provide input and make a recommendation; however, hiring staff and consultants is ultimately a council decision.

2) What is your preferred form of communication on urgent matters?

Response: The administrator should contact councilmembers via phone concerning urgent matters; email is fine for day to day issues.

3) Who should give the Administrator direction?

Response: The administrator receives directives from the majority of elected officials at official meetings.

4) Is it okay to give the Mayor and/or certain Council Members more attention than others?

Response: Information should be shared with all councilmembers in an effort to ensure that everyone is kept abreast of issues/concerns/questions as they arise and are brought to the administrator's attention.

5) How often would council like to be kept up to date on routine matters and in what format?

Response: Continue sending out weekly administrator's memos.

6) How do you think potential performance issues of the Administrator should be handled by the Council with the Administrator?

Response: If any performance issues arise, they will be communicated to the administrator through the personnel committee, or with the entire council, if necessary.

7) What management/leadership principles work best with Caledonia?

Response: The administrator is responsible for the administration of the City's affairs. The administrator keeps the city council informed about municipal operations at regular and special meetings, providing information for decision making purposes. The administrator also coordinates the administration of the council-approved budget and policies; supervises department heads to ensure programs and services are run effectively and efficiently. Team work and being a good listener is valued.

8) If an employee disagrees with an honest and fair directive of the Administrator, how should they proceed?

Response: The employee should share their concerns with the administrator directly and, if the issue cannot be resolved, then a personnel committee can be held.

9) Should Council go directly to employees if Councilmembers see things that need to be done?

Response: The administrator receives directives from a majority of the council at an official council meeting and communicates items that need to be addressed to the department heads. It was noted that there may be situations in which councilmembers would need to contact department heads directly (for example, emergency/safety situations involving a particular department). Generally, directives should be issued to department heads from the administrator.

10) How should the Administrator react if given direction by a member that runs contrary to the majority?

Response: The administrator should explain that she can only act on the majority vote and ask if the councilmember would like the issue placed on the agenda.

11) Who are people outside the organization that you think the Administrator should get to know?

Response: The administrator should get to know other area administrators, the city attorney, and influential community leaders.

12) Who should handle the press during an emergency?

Response: This administrator and Member Lemke will meet to discuss emergency management procedures as Lemke is the Emergency Management Director for the City. The Mayor, Administrator, and Emergency Management Director were discussed as viable options when dealing with the press during emergencies.

13) If there is a split vote at a council meeting on an important issue, what should the Administrator do?

Response: The administrator should carry out the directive of the majority of the council. The administrator should also be sure to inform the council of any potential pitfalls before action has been taken on the issue being contemplated.

14) What is the responsibility of the minority elected on a close vote?

Response: Support the decision of the majority and the administrator in carrying out the decision of the majority.

15) How free should the Administrator be to recommend replacing people if they are not doing what is expected of them and attempts to correct are resisted?

Response: The administrator can make such recommendations to the council; Council makes the final decision on hiring and firing matters.

16) How should the Administrator handle herself during a council meeting if it appears a decision by the council will be made that will have a negative impact?

Response: The administrator should inform the council of any potential pitfalls before action has been taken on the issue in an effort to be proactive rather than reactive.

Next, Fursman reviewed the following staff responses to various questions:

1) What kind of relationship should the administrator have with staff?

Staff Response from Afternoon Session: Strictly professional; relaxed and open with everyone, but not close friends.

2) In our City, other departments and/or consultant tend to:

Staff Response from Afternoon Session: Work and communicate well with each other.

3) Once a decision has been made by the Administrator on a directive, how should I conduct myself, even if I disagree?

Staff Response from Afternoon Session: The consensus of staff is that they should respectfully state their concerns but follow the direction given by the administrator.

4) On politically sensitive issues facing my department, I should:

Staff Response from Afternoon Session: Work together with the administrator to arrive at a decision that is in the best interests of the City.

5) Does City staff as a whole understand and share the collective values of the organization?

Staff Response from Afternoon Session: Most do.

6) If I am facing a difficult decision I should expect the Administrator to...

Staff Response from Afternoon Session: Help me out if I ask.

7) If I am not doing what is expected of me, the Administrator should...

Staff Response from Afternoon Session: Provide staff with direction as soon as possible so adjustments can be made.

8) As a whole, I think we should meet with the Administrator...

Staff Response from Afternoon Session: As needed.

9) Right now, there are department directors or consultants that have greater influence than others on how the City business is conducted...

Staff Response from Afternoon Session: Sometimes.

10) I would say as department directors and consultants we act...

Staff Response from Afternoon Session: As a team most of the time.

11) How should we accomplish tasks on behalf of the City?

Staff Response from Afternoon Session: Use the collaborative team approach.

Discussion ensued between Fursman, the City Council, and City Clerk/Administrator Feely regarding goals of the City. It was noted that for the past 25 years, administrative decision making has been part administrative and part council. In the past, the city council has been active in lower level directives and personnel issues. The council would like to move from many of the day to day functions to a higher level role and big picture thinking. The role of the city clerk/administrator is to help guide the organization change through policy development, practice, and guiding staff at a gradual pace. City Clerk/Administrator Feely noted that she would like to begin working on developing a personnel policy and other important policies. The consensus of the council is to adopt and implement a policy of annual performance evaluations for all employees. Mayor Burns and Member Perry wrapped up discussion by noting that they would like to schedule a meeting with department heads to review the City's goals with staff. Fursman noted that he will be back in September/October to assist in completing the City Clerk/Administrator's 6 month performance review.

B. WATER/WASTEWATER OPERATOR JOB ANNOUNCEMENT/POSITION DESCRIPTION. City Clerk/Administrator Feely shared with the Council that the General Government Committee, consisting of herself and Members Murphy and Perry, recently met to discuss advertising the Water/Wastewater Operator position. The committee recommends that the announcement and position description, which were enclosed with the agenda, be used in advertising the position. A motion was made by Member Vick, seconded by Member Murphy to begin advertising for a Water/Wastewater Operator. All members voted in favor and the motion was declared carried.

C. CITY ACCOUNTANT PRESENTATION: STEPHANIE MANN. City Accountant Stephanie Mann reported that as of March 31, 2010, the cash balance was \$499,000.75 and investments totaled \$2,798,900. Mann then reviewed the budget and discussion ensued. Mayor Burns and Member Perry would like to schedule a meeting with Fire Chief Chuck Gavin to discuss his department's budget as there are concerns that his department may go over budget based upon the spending pattern thus far.

ADJOURNMENT. A motion to adjourn was made by Mayor Burns, seconded by Member Perry. All members voted in favor and the motion was declared carried. The next regularly scheduled meeting of the City Council is scheduled for Monday, May 10, 2010 at 6:00 p.m. in the Council Room, City Hall.

Robert H. Burns
Mayor

Jennifer Feely
City Clerk/Administrator