

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, June 25, 2007

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, Gary Klug and Robert Standish. Members absent: None. Consultants and City staff present: Stephanie Mann, Mike Tornstrom, Michael Gerardy and Robert L. Nelson. Visitors present: Steve Steinberg and Charles Warner, Reporter.

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

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, June 11, 2007, as presented.

B. RETAIL ON – SALE: To approve the 3.2 Malt Liquor License to the Caledonia Lions Club for 2 days beginning August 10, 2007, for an event at the Veteran's Memorial Park, 315 North First Street, for a license fee of \$20.

VISITORS AND COMMUNICATIONS

A. ACCOUNTANT'S REPORT

1. CASH AND INVESTMENT BALANCE: Stephanie Mann, Accountant, reviewed the cash and investment report showing a cash in bank of \$338,176.36 and investments totaling \$2,901,183. The change in cash position showed a decrease of \$142,061.08.
2. BUDGET WORKSHEET – MONTHLY YTD ANALYSIS: Ms. Mann reviewed the year to date expenditures and comparisons with the total annual budget. Discussion was held on future forecasting of revenues and significant expenditures according to the month in which they are anticipated to occur, rather than on a monthly average.
3. RECOMMENDED WATER / SEWER RATE INCREASES: Ms. Mann reviewed a proposed rate increase for water and sanitary sewer fees with the base rates for each proposed to increase 5%. She also proposed that water usage rate increase by 10% from the current \$1.09 per 100 cubic feet to \$1.20 per 100 cubic feet and the sewer usage rate increase by 20% from \$2.04 per 100 cubic feet to \$2.45 per 100 cubic feet. She recommended that the increase to the base rates be implemented at the August 1, 2007, billing and the usage increases be implemented at the ending of the quarterly period of Mid-October for the billing of November 1, 2007. Following discussion, a motion was made by Member Fisch, seconded by Member Vick, to increase the water rates according to Ms. Mann's recommendation with the base rate increase to become effective at the August 1 billing and the usage rate increase to become effective at the November 1 billing. Members voting in favor: Morey, Fisch, Vick and Standish. Opposed: Klug. The motion was declared carried. Thereafter a motion was made by Mayor Morey, seconded by Member Standish, to increase the sanitary sewer base rate by 5% on the August 1 billing and increase the sanitary sewer usage rate by 20% from \$2.04 per 100 cubic feet to \$2.45 per 100 cubic feet on the November 1 billing. Members voting in favor: Morey, Fisch, Vick and Standish. Opposed: Klug. The motion was declared carried.

B. ADMINISTRATIVE COORDINATOR REPORT

1. SALT SHED: Mike Gerardy, Administrative Coordinator, presented an estimate for construction of the superstructure of the proposed salt shed at a cost of \$25,995 with ½ that amount to be paid down in order to obtain the plans for the concrete base design. This structure would have the dimensions of 42' x 48'. Following discussion, a motion was made by Member Klug, seconded by Member Standish, to approve purchase of the salt shed for the superstructure price of \$25,995 with payment of ½ that amount as an advance to obtain the plan for the concrete base. All members voted in favor and the motion was declared carried.

2. **ELECTRIC DEPARTMENT GARAGE:** Mr. Gerardy reported that the roof tin was now all in place and that electrical bids would be prepared within the next couple weeks for a contractor to install all electrical wiring, conduit, and the like. He said the lighting plan is to install 8' fluorescent fixtures with 4 bulbs in each and 4' long fixtures in the office area.
3. **MIKE ROGICH GARAGE:** Mr. Gerardy reported that Mike Rogich is still landscaping the lot where the garage is proposed to go and he will move it to that site at the earliest opportunity.
4. **MISCELLANEOUS:** Mr. Gerardy informed the Council that the highway poles received from the City of LaCrescent are in fact break away poles and suitable for use along STH 44 in Caledonia. Mr. Gerardy also informed the Council that there is interest in erecting a commercial building on the vacant parcel immediately west of the Caledonia Mall. He said the proposed owners of the property and building requested a special meeting to deal with the Zoning Application as soon as possible. They are willing to pay for the cost of the special meeting and Mr. Gerardy recommended the meeting be held at 6:30 p.m. on Monday, July 16. Mayor Morey agreed to call a special meeting at that time.

C. **AMBULANCE DIRECTOR**

1. **AMBULANCE INSTRUCTOR WAGES:** Mike Tornstrom, Ambulance Director, asked the Council to designate wages of \$20 per hour for the lead instructor and \$15 per hour for the assistant instructor for classes which would be presented to various community entities as well as city departments. He said some ambulance attendants are interested in being trained as instructors with Tracy Lemke already certified. A class on CPR had already been given to the swimming pool lifeguards. Following discussion, a motion was made by Member Fisch, seconded by Member Standish to approve the wages for instructors as requested. All members voted in favor and the motion was declared carried.
2. **AMBULANCE UNIFORMS:** Mr. Tornstrom also requested authorization to spend up to \$450 to purchase shirts and other uniform items for ambulance attendants. Following discussion, a motion was made by Member Fisch, seconded by Member Standish, to authorize up to \$450 for ambulance uniforms. All members voted in favor and the motion was declared carried.
3. **EXPENSE REIMBURSEMENT:** Clerk Nelson informed the Council that Mr. Tornstrom had presented a bill at the City Clerk's Office in the amount of \$90 for plaques which acknowledged longevity of ambulance attendants and were presented to the attendants to acknowledge their service and boost moral. Nelson requested authorization to reimburse the ambulance department for the \$90 plaque expense. A motion was made by Mayor Morey, seconded by Member Fisch, to authorize the \$90 reimbursement. All members voted in favor and the motion was declared carried.
4. **RESIGNATION:** At this time the resignation of Daphne Fischer was presented to the Council with a motion being made by Member Standish, seconded by Mayor Morey, to accept the resignation as ambulance attendant. All members voted in favor and the motion was declared carried.

OLD BUSINESS

A. **PAY EQUITY REPORT:** Clerk Nelson distributed copies of the Pay Equity Report reviewed by Faith Zwemke, DOER, indicating the female dominated positions underpaid according to the State formula for wage comparisons. According to Ms. Zwemke, the Council could bring wages into compliance by increasing the wages of at least 3 female classes or increasing the wages of all female classes to the extent necessary to pass the formula test. Clerk Nelson said he had contacted Paul Ness a professional human resources consultant and passed advisor of the City of Caledonia for the Pay Equity submittal at the end of year 2002. Mr. Ness is reviewing the data and is anticipated to make recommendations to the City. The letter sent by Ms. Zwemke gave a deadline of July 7 for response by the City to correct the noted deficiencies. Clerk Nelson recommended a special council meeting to be held the week before the suspense date of July 7 so information from Mr. Ness may be presented to the Council. Following discussion, a motion was made by Member Fisch, seconded by Member Klug, to hold a special meeting at 6:30 p.m. on Monday, July 2, 2007, to review the Pay Equity recommendations of Mr. Ness. All members voted in favor and the motion was declared carried.

NEW BUSINESS

A. **AMBULANCE POLICY STATEMENT:** The Council reviewed the Ambulance Standby Scheduling Policy and Procedure and discussed it with Director Tornstrom. In acknowledgment of Mr. Tornstrom's comment that certain holidays were difficult to acquire attendants to be on standby discussion was held on whether or not an increase in the standby rate for specified days or weekends would have an impact. Discussion ended with a recommendation to Mr. Tornstrom to draft a list of the days or holidays or weekends when it was difficult to acquire attendants for standby time and resubmit the schedule to the Council for approval with a proposal for increased wages on those particular days.

B. **PARKING RESTRICTIONS CHAPTER 72:** Clerk Nelson informed the Council that City Police Officers had been attempting to get citizens to move vehicles, trailers and other items off the streets as opposed to parking them on the street for long durations of time sometimes for even a summer season. The police reported that Chapter 72 does not specifically mention such things as trailers, campers, RV's and other items found parked on the street. They requested inclusion of these to make their explanation to citizens more convincing. Clerk Nelson asked if the Council had any other changes recommended for Chapter 72 in addition to naming these vehicles. One Council person recommended that the parking fees be increased from \$5. Following discussion, Clerk Nelson said he would include the discussed changes in the Chapter and resubmit it to the Council for approval.

C. **CLERK'S OFFICE EQUIPMENT:** Clerk Nelson reported the break down of a computer printer in the Clerk's Office and asked for authorization to replace the printer for a cost not to exceed \$100. A motion was made by Mayor Morey, seconded by Member Vick, to authorize purchase of a computer printer for an amount not to exceed \$100. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. **EMPLOYEE TIME RECORD:** Enclosed with the Agenda was the Employee Time Record for pay period June 4 – 17, 2007.

B. **OFFICER PATROL REIMBURSEMENTS:** Clerk Nelson informed the Council in response to an inquiry from the past council meeting that the reimbursements to the City of Caledonia for police officer time spent in the state encouraged seat belt check were the officer wages at time and one-half plus 11.95% of those wages for fringe benefits plus 48.5¢ per mile on the mileage put on the city police vehicles.

C. **HOUSTON COUNTY CJC BUILDING:** Enclosed with the Agenda were minutes of a meeting with representatives from Houston County and City of Caledonia on June 19. Nelson informed the assembly there would be another meeting on June 27 at which several city staff persons, including the fire chief, intended to be present to exchange information with county representatives. Mayor Morey and Member Klug attended the meeting on June 19.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Fisch, all members voted in favor, the motion was declared carried and the meeting then adjourned at 10:25 p.m. The next Regular Meeting of the City Council is scheduled for 7:00, Monday, July 9, 2007, in the Council Room, City Hall.

Michael M. Morey, Mayor

Robert L. Nelson
City Clerk – Administrator

SPECIAL MEETING OF THE CITY COUNCIL CITY OF CALEDONIA, MINNESOTA Monday, July 2, 2007

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 6:30 p.m. in the Council Room, City Hall.

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

BUSINESS ITEM

A. **PAY EQUITY REPORT:** The Council reviewed the recommendations made by Paul Ness, Consultant, to the Pay Equity Report and copy of his revised Pay Equity Form. Discussion was held on the Council's choice to submit this new Pay Equity Data Report or to submit a report reflecting additional pay increases to female job classes in an acceptable combination, based on the first notice of non-compliance and related correspondence from DOER. Since Mr. Ness's letter indicated he believed this revised report should pass the pay equity test, a motion was made by Mayor Morey, seconded by Member Klug, to submit the new report to DOER for review and comment. All members 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 Fisch. All members voted in favor, the motion was declared carried and the meeting then adjourned at 6:58 p.m.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator