

SPECIAL MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, June 18, 2012

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

ROLL CALL. Mayor: Robert Burns. Council Members: Randi Vick, Robert Lemke, Paul Fisch, and Tom Murphy. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely. Visitors present: None.

BUSINESS ITEM.

A. ACCEPT RESIGNATION OF CITY CLERK/ADMINISTRATOR. City Clerk/Administrator Feely stated that she was resigning from her position as City Clerk/Administrator for the City of Caledonia, effective Friday, July 13, 2012. Feely stated that she appreciated the opportunity to serve as Caledonia's Clerk/Administrator since March 29, 2010, and that she enjoyed working for the present City Council under the strong leadership of Mayor Burns. In addition, she noted that she enjoyed working with the dedicated and proficient City personnel. A motion was made by Mayor Burns, seconded by Member Murphy, to accept the resignation of Clerk/Administrator Jennifer Feely, effective Friday, July 13, 2012. All members present voted in favor and the motion was declared carried.

B. DISCUSS PLANS TO FILL CLERK/ADMINISTRATOR POSITION. City Clerk/Administrator Feely shared that attached with the agenda was a copy of the job description and position description information for the Clerk/Administrator position. A proposal from Brimeyer Fursman, LLC was obtained and distributed to the City Council for city administrator recruitment and succession planning. Discussion ensued. The consensus was to hold off making a determination as to whether to hire Brimeyer Fursman, LLC or conduct the hiring process on its own until the next regularly scheduled City Council meeting. Discussion then ensued regarding whether an interim Clerk/Administrator should be appointed using existing City staff or whether the City should pursue contracting with a consultant or retired city administrator for the interim. Feely stated that her recommendation would be to appoint Accountant Stephanie Mann as the interim Clerk/Administrator if there was a desire to appoint an interim using existing City staff. Feely went on to note that given the responsibility of overseeing the upcoming sewer rehab project and TH 44 widening project, it would be difficult for former interim Clerk/Administrator Mike Gerardy to take on additional responsibilities associated with serving as interim Clerk/Administrator. Feely then presented a list of consultants and retired city administrators obtained from the League of Minnesota Cities. The Council reviewed the list and directed Feely to contact various individuals and consultants to interview at 5:00 p.m. on Monday, June 25, 2012 for interim clerk/administrator services.

C. GRANT AUTHORIZATION TO STREET DEPARTMENT TO PURCHASE A USED SNOW PLOW TRUCK. City Clerk/Administrator Feely shared that Administrative Coordinator Mike Gerardy located a couple used snow plow trucks for sale in the Twin Cities area. Discussion ensued regarding paying for a used snow plow truck using a certificate of

indebtedness with a term of seven (7) to ten (10) years. The consensus of the Council was to send Mr. Gerardy and one (1) street department personnel to the Twin Cities area to view available used snow plow trucks on Tuesday, June 19, so long as no purchase would be made until after the June 25 City Council meeting. No official action was taken.

D. POLICE DEPARTMENT SERVER COMPUTER. City Clerk/Administrator Feely shared that attached with the agenda were two (2) quotes from Affordable Technology Solutions (ATS) for the purchase of a new server computer at the Police Department. It was noted that the existing server computer was no longer function and it was vital that a new server computer be purchased so as to prevent the loss of important data in the event of a fire, tornado, etc. Discussion ensued. A motion was made by Member Fisch, seconded by Member Murphy, to purchase a new server computer for the Police Department from ATS at a cost of \$5,524.29. All members present voted in favor and the motion was declared carried.

E. FIRE TRUCK FINANCING DISCUSSION. Discussion ensued regarding various financing options available to purchase the new fire pumper truck. The consensus was for Mayor Burns and Member Fisch to attend the upcoming Rural Fire District Meeting to be held at City Hall on Thursday, June 21 at 7:30 p.m. No action was taken.

ADJOURNMENT. A motion to recess until 5:00 p.m. on Monday, June 25, 2012 was made at 8:08 p.m. by Mayor Burns, seconded by Member Vick. All members present voted in favor and the motion was declared carried. The next regularly scheduled meeting of the City Council is scheduled for Monday, June 25, 2012 at 6:00 p.m. in the Council Room, City Hall.

Robert H. Burns
Mayor

Jennifer Feely
City Clerk/Administrator