

SPECIAL MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, July 30, 2012

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

ROLL CALL: Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. City Staff present: Paul Sparks, Interim City Clerk/Administrator.

OLD BUSINESS

A. BEER SALES AT FUNDRAISER: Interim City Clerk/Administrator Sparks addressed the question of whether a liquor license was needed for the fund raiser to be held at St. Mary's School. The event does not involve the sale of beer since the food and beverage being offered is not being sold. The donations solicited are not connected to offerings at the event. The beer provided is similar to a reception and is offered by the sponsors of the event.

NEW BUSINESS

A. ITRON SOFTWARE: Interim City Clerk/Administrator Sparks told the Council of the need for software that would allow the hand held meter reader units to download data to the billing department's new computer. The software and support would be \$1,090.00 and the repair of one of the handhelds would be an estimated \$1,000.00. It would be possible to get a 1-year maintenance agreement on the handhelds for \$2,421.60, which would include the repair of the unit not working. The Council discussed the need to review the handhelds and the cost of maintenance as a separate issue during the coming year. At this point the consensus was that the City should buy the software package and get the one repaired. Mayor Burns made a motion to buy the software for \$1,090.00 and repair the one unit for an estimated \$1,000.00, seconded by Member Vick. All members voted in favor and the motion was declared carried.

B. FOLDING MACHINE: Interim City Clerk/Administrator Sparks told the Council that the utility bill folding machine had broken and was not fixable. The machine is out of warranty by a few months. It is the second machine the City has had in the past 15 months, the first quit working after two months. A new machine would be \$718.80. Concern was expressed by the Council on whether a new machine would perform any better than the past two had. Member Murphy suggested that staff check with Printy Quik, a private printing company in town, to see what they would charge to do the City's folding. He felt that it would be less than \$.02 per page. Sparks agreed to obtain a quote. No action was taken.

C. CITY CLERK-ADMINISTRATOR POSITION: Review Of Applications for City Clerk/Administrator: The City Council reviewed the applications the City received for the permanent City Clerk/Administrator position. There were 14 applications received by the City. After extensive review and discussion, the Council arrived at 6 individuals they wished to invite to Caledonia to interview for the position. The consensus was that Nick Haggemiller, Tracy Pearson, Laurie Maloney, Theresa Coleman, John McCurtin and Ted Schoonover should be

contacted and asked to come on August 6, 2012. The interview schedule was set to begin at 4:30 p.m. and run to as late as 9:30 p.m. on the 6<sup>th</sup> and a back up date would be August 8<sup>th</sup> if one or more of the candidates could not come on the 6<sup>th</sup>. Interim City Clerk/Administrator Sparks stated he would contact the individuals and set the interviews. He asked the Council what the policy on travel expense reimbursement would be and Mayor Burns explained that the City would pay for the non-local candidates' mileage, overnight motel and meals.

D. ANIMAL CONTROL OFFICER RESIGNATION: Mayor Burns informed the Council that Mike Gavin had resigned as the Animal Control Officer for the City. Mr. Gavin's reason for resigning was his current work schedule had increased and he couldn't manage the time for animal control anymore. The Council discussed the position and what they wanted to seek in hiring. They also discussed the compensation. Interim City Clerk/Administrator Sparks stated he would place an ad for an animal Control Officer in the Caledonia Argus.

E. PERSONNEL ISSUE: Mayor Burns informed the Council that he was calling a special meeting of the City Council for 5:30 p.m. August 13, 2012, to discuss a personnel discipline issue. The meeting would be closed unless the employee requested that it be open to the public.

F. AQUATIC CENTER QUESTION: Council Member Fisch, representing the new pool fund raising committee, asked the City Council for a clarification of the City's position on the City's contribution to the new pool effort. The fund raising committee is suggesting that the project be scaled back so that a slide can be included in the budget along with a climbing wall. The fund raising committee consultant would like the City's \$400,000 commitment to be a firm amount and declared at this time. Mayor Burns stated the City's position, which is that the City Commitment to \$400,000 is "up to \$400,000" and possibly less if the fund raising goes above \$1,300,000. The City's money would be "last in" to a maximum of \$400,000.

ADJOURNMENT: There being no further business to come before the Council, Mayor Burns entertained a motion to adjourn. Member Lemke moved to adjourn, seconded by Member Vick. All members voted in favor and the motion was declared carried.

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Robert H. Burns  
Mayor

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Paul T. Sparks  
Interim City Clerk/Administrator