

SPECIAL MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, July 31, 2017

CALL TO ORDER: Following due call and notice thereof, Mayor Schroeder called the meeting to order at 6:02 p.m. in the Council Chambers of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Schroeder led the Council and City staff in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor DeWayne “Tank” Schroeder, Robert Burns, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Stephanie Mann, accountant; Dorothy Ranzenberger, accounts payable/payroll clerk; Adam Swann, clerk-administrator. Visitor(s) present: None.

PRESENTATION:

a. Paul Ness, Public sector HR consultant:

i. Final report on employee compensation study: Paul Ness provided Council with a final report on his employee compensation study. Mr. Ness presented a proposed internal job value structure and discussed his methodology in creating the structure. Mr. Ness also presented Council with a proposed step pay structure for full-time employees.

UNFINISHED BUSINESS:

a. Extension of City sewer main on E. South St.: Clerk-Administrator Swann reported that after the Council discussion on this matter at the meeting on July 24, 2017, the City had received a call from the owner of 921 E. South St. requesting to connect to City sewer due to problems with the property’s septic system. Council discussed the costs and benefits of installing City sewer main on E. South St. Councilmember Burns moved to ask Davy Engineering to prepare a feasibility study on installing City sewer main on E. South St. and options for connecting the property at 921 E. South St. to City sewer without extending the sewer main on E. South St.—with the cost of the feasibility study not to exceed \$25,000. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

NEW BUSINESS:

a. Consideration of internal job structure for full-time City employees: Council reviewed and discussed the proposed internal job value structure prepared by Paul Ness. Member Burns moved to approve the internal job value structure as presented. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of step pay structure for use with full-time non-union employees: Council reviewed a proposed step pay structure for full-time non-union employees. No further action was taken by the Council.

c. Closed meeting to consider strategy for labor negotiations with respect to step pay structure for union employees: As authorized by M.S. 13D.03, subd. 1(b), at 7:37 p.m. Member Burns moved to close the special meeting to discuss strategy for labor negotiations with union employees with respect to step pay structure. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed. The meeting was closed at 7:40 p.m. At 8:57 p.m. the special meeting was reopened.

d. Annual performance evaluation of clerk-administrator: Council discussed Clerk-Administrator Swann's performance for the period July 19, 2016-July 19, 2017. The members provided Swann with a positive review, citing his work on the new Caledonia Aquatic Center, republishing of the City Code, and handling of several other difficult issues, including government data requests. Members commented that Swann had exceeded expectations, was easy to deal with, and was viewed positively in the community. Member Fisch moved to increase Swann's salary by \$3,500 effective July 19, 2017. Member Burns seconded the motion. All members present voted in favor of the motion, and the motion passed.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Burns, seconded by Member Lemke. All members present voted in favor, and the motion was declared carried to adjourn at 9:15 p.m.

DeWayne "Tank" Schroeder
Mayor

Adam G. Swann
Clerk-Administrator