

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, January 11, 2010

CALL TO ORDER: Following due call and notice thereof, Mayor Burns called the 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, and Tom Murphy. Members absent: Peggy Perry and Robert Lemke. Consultants and City staff present: Mike Gerardy, Kurt Zehnder, Matt Hoscheit and Matt Blocker. Visitors present: Craig Welch and Charlie Warner, Report.

AGENDA APPROVAL: Interim Clerk Mike Gerardy stated that he wanted to discuss the purchase of chains for the fire trucks. Member Murphy wanted to talk about the Conservation Improvement Plan and received any additions or corrections from Council Members. A motion was made by Member Vick, seconded by Member Murphy, to add the two items to the Agenda. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA: A motion was made by Mayor Burns, seconded by Member Vick, to approve the Consent Agenda items, listed below. All members present voted in favor and the motion was declared carried.

A. **MINUTES OF PAST MEETINGS:** To approve the minutes of the Regular Meeting held Monday, December 14, 2009, as presented.

B. **UTILITY DEPOSIT INTEREST RATE:** To approve the interest rate on utility deposits for 2010 at 0.3%. This rate is set by the Minnesota Department of Commerce.

C. **ON SALE LIQUOR LICENSE:** To approve a 3.2 Malt Liquor License for Caledonia Community Celebrations for an event to be held at St. Mary's Gym on February 12, 2010. Further, to waive the 30 day waiting period. After brief discussion, a motion was made by Member Murphy, seconded by Mayor Burns, to approve the liquor license. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS

A. **OPEN GYM REQUEST:** Craig Welch was present to discuss the possibility of having an open gym for younger school age children at the City Auditorium on Sunday evenings during the winter months. Mr. Welch explained that there is an open gym at the high school on Sunday evenings, but is mostly dominated by the older children. He stated that he along with other parents would supervise the children. And the discussion was about any charges that would be incurred by the City for the use of the gym. After some discussions, The Council decided to do an investigation how much per hour the lights would cost to run on the gym floor and Mr. Welch would check into any donations that appear reasonable. After brief discussion on that item, the Council directed Interim Clerk Gerardy to come back with an hourly rate to run lights for the next meeting. Following discussion, a motion was made by Mayor Burns, seconded by Member Vick, to allow open gym at the City Auditorium on Sunday evenings during the winter months. All members present voted in favor and the motion was declared carried.

B. **POLICE DEPARTMENT**

1. **YEAR END REPORT:** Chief Kurt Zehnder was present to give an end of the year report on the police department. He reported that his department responded to 2,383 calls for service during calendar year 2009; compared with approximately 2,000 calls in 2008. The calls were broke down into categories such as felonies, assault, criminal sex charges, traffic calls and the like.
2. **PART TIME HOURS:** Chief Zehnder explained that recently Sergeant Jim Stemper suffered a knee injury while on a call December 23, 2009. He explained that Sergeant Stemper's knee will require surgery and it is unclear when he will return to duty. Currently Officer Johnson is still on light duty following his back surgery, resulting in having only two full time officers on staff, being himself and Officer Chad Heuser. Chief Zehnder suggested using part time officers to fill Sergeant Stemper's position, calling it a part time permanent temporary position. After discussion, The Council directed Interim Clerk Gerardy to call the League of MN Cities and research how many hours a week that officer could work before the City would have to pay full time benefits.

3. SEATS FOR PATROL CARS: Chief Zehnder introduced discussion on purchasing seats called Pro Cop Seats for the patrol cars. He explained the majority of highway patrol officers use them and some sheriff's deputies also as they provide a better back support and riding situation for the officers on duty. He stated he found two seats in Austin, MN for the approximate cost of \$50 per seat and we would have to pay the cost of installation. After brief discussion, a motion was made by Mayor Burns, seconded by Member Murphy, to approve the purchase of two Pro Cop Seats for the estimated cost of \$100 from the City of Austin, and to authorize the expense of installation. All members present voted in favor and the motion was declared carried.

C. AMBULANCE DEPARTMENT: Director Mike Tornstrom had submitted a letter to the Council requesting permission to purchase winter jackets for the EMT's so they all look the same and are in some type of uniform. Mr. Tornstrom was unable to attend the meeting, therefore the Council decided to table the topic until he could be present and give more information on the quantity of jackets and the approximate cost of each jacket.

D. FIRE DEPARTMENT TRUCK CHAINS: Assistant Fire Chief Matt Hoscheit was present to request the purchase of truck chains for two fire trucks. Mr. Hoscheit informed the council that currently they have two fire trucks that have "On-Spot" chain systems, explaining that this system automatically puts the tire chains on the wheels of the vehicles, eliminating the firefighters having to put them on manually. Mr. Hoscheit explained that they would like to purchase with a 50/50 split from their gambling fund and from their 501C3 Account that they have; with \$2,250 coming from each account for a total cost of \$4,500. After brief discussion, a motion was made by Mayor Burns, seconded by Member Vick, to approve the purchase of two "On-Spot" chain systems for the fire trucks. All members present voted in favor and the motion was declared carried.

E. COMMUNICATIONS

1. Chamber of Commerce Newsletter, 12-15-09.

CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Mayor Burns, to approve the Prepaid Claims List for December 2009. All members present voted in favor and the motion was declared carried.

Baker & Taylor Books	Library Books	351.71
Better Homes & Gardens Books	Library Books	64.95
Business Financial Planning	Cafeteria Plan	641.44
City of Caledonia Emp. Assn.	Association Dues	60.00
Commissioner of Revenue	State Withholding	1,246.79
D.S. Erickson & Associates	Garnish / Zehnder	513.85
DEMCO	Library – Misc. Supplies	172.75
EMS Regulatory Board	MNSTAR Forms	53.65
Houston County Highway Dept.	Maintenance Salt	13,165.25
Humana Healthcare Plans	Ambulance Refund – Overpayment	96.96
ING Institutional Plan Services	payday 12-15-09	630.00
LaCrosse Tribune	26 Week Subscription	72.00
Meyer Brothers	Curb Replacement	6,590.00
Midwest Tape	Library DVD(s)	216.21
Minnesota NCPERS Life Ins.	Payday 12-15-09	64.00
MN Benefit Association	payday 12-15-09	126.84
Public Emp. Retirement Assn.	Payday 12-15-09	5,400.69
Schulze Plumbing & Heating	Replace Hydrant / Medin Water Leak	1,002.29
SE Libraries Cooperating	Library – Auto Fees	417.42
SE MN Development Corp.	Pass Thru Contribution (Falck)	10,000.00
Tri – State Doors	Install 1 Garage Door	2,250.00
Witt's Pharmacy	Ambulance – Supplies	389.80
Alex Air Apparatus, Inc.	FD – Fill Station	11,227.00
Caledonia True Value	Keys, Smoke Alarms / Batteries	469.25
Longhorn Trux N Toyz	PD – Car Wash Tickets	34.80
Northern Beverage Distribution	Beer	2,863.50
Pepsi Cola of LaCrosse	Liquor Store – Soft Drinks	99.00
Schott Distributing Co., Inc.	Beer	2,835.75
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	187.90
Acker & City, Misty	Meter Deposit Refund	128.75
Bennet & City, Tanya	Meter Deposit Refund	128.47

Elmore/McCloud & City,	Meter Deposit Refund	77.25
Gavin & City, Dustin	Meter Deposit Refund	125.34
Lund & City, Donny	Meter Deposit Refund	125.25
Stemper, James	2009 Uniform Allowance	386.13
Strub, Duane	Snow Removal	195.00
Verizon Wireless	Amb. – Communication Exp.	59.86
Williams & City, Layair	Meter Deposit Refund	77.25
Jack Neumann Trucking	Liquor – Freight Expense	50.50
Johnson Brothers Liquor Co.	Liquor / Wine	1,003.58
Phillips Wine & Spirits Co.	Liquor / Wine	830.19
Caledonia Oil Company	Unleaded	1,188.46
Caledonia Volunteer Fire Dept.	Relief Association 4 th Quarter	600.00
Gavin, Mike	Animal Control	75.00
Houston County Treasurer	Ho. Co. Site January 2010	3,340.00
Krage, Ervin	Balance of Unused Meter Deposit	38.28
Bank of the West	Federal/FICA/Medicare	6,773.49
Burroughs Equipment & Repair	Vehicle Inspections	2,178.38
Business Financial Planning	Cafeteria Plan	641.44
Caledonia Oil Company	Diesel	1,388.34
Commissioner of Revenue	State Withholding	1,281.77
Coulee Trophy & Sport	Amb – Employee Recognition Plaques	42.00
D.S. Erickson & Associates	Garnish / Zehnder	390.36
Independent School District	City Share X-ing Guards	822.92
ING Institutional Plan Services	payday 12-29-09	630.00
Metro Sales Inc.	PD – Copier Agreement	113.31
Public Emp. Retirement Assn.	Payday 12-29-09	5,258.92
Public Emp. Retirement Assn.	Payday 12-29-09	150.00
Schott Distributing Co, Inc.	Beer	2,376.65
Spring Grove Soda Pop, Inc.	Beer	169.65
US Postal Service	Utility Billing December	335.19
USA Mobility Wireless Inc.	Communication Expense	57.61
Verizon Wireless	Police Department – Communication Exp.	145.00
VISA	Miscellaneous Items	409.75
Evans, Tim	2009 Uniform Allowance	125.00
Tri-State Doors	Install 2 door openers – PD/Amb.	1,100.00
Tri-State Ambulance	Intercept Fee	250.00
Kinneberg, Myron	2009 Uniform Allowance	6.92
MN Dept. of Revenue	Sales / Use Tax	20,024.00
Petty Cash	Replenish Petty Cash	31.37
Richard's Sanitation	Recycling Collections	6,240.80
Ace Communications	Communication Expense	1,077.27
Affordable Technology Sol.	Office Supplies	706.64
Civic Systems, LLC	Semi Annual Support	2,321.00
Commissioner of Revenue	State Withholding	166.54
Jack Neumann Trucking	Liquor – Freight Expense	35.00
Johnson Brothers Liquor Co.	Liquor / Wine	844.95
Merchants Bank	Federal/FICA/Medicare	1,137.78
MN Ambulance Association	Individual Membership	25.00
MN State Fire Chiefs Assn.	FD 2010 Dues	225.00
North Central EMS Cooperative	2010 Membership Dues	75.00
Northern Beverage Distribution	Beer	1,271.00
Phillips Wine & Spirits Co.	Liquor / Wine	115.00
Principal Life	Life/Ad&d/STD	565.07
Public Emp. Retirement Assn.	Payday 1-5-10	696.80
Schott Distributing Co, Inc.	Beer	1,413.42
Tri-County Electric Co-op	Electric Energy	92.75
Ziebell's Hiawatha Foods, Inc.	Liquor – Mix	115.22
Blue Cross Blue Shield of MN	Health Insurance	22,322.00
Merchants Bank	ACH Fee Jan 2010	21.69
Tri-State Ambulance Inc.	Intercept Fee	250.00
		<u>250.00</u>
		\$ 154,093.11

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Mayor Burns, seconded by Member Vick, to approve and authorize payment of the Claims Payable for December 2009. All members present voted in favor and the motion was declared carried.

Alco Discount Store	Amd Cord – Phone Minutes	42.74
Artic Glacier Inc.	Ice	67.16
Bound Tree Medical, LLC	Ambulance Misc. Supplies	376.48
Caledonia Implement Co.	Street Equipment	112.01
Caledonia Oil Co.	Gas – Fire Dept.	30.00
Carquest Auto Parts	Street Equipment	53.85
Commissioner of Revenue	Disaster Credit Error	16.36
Communications Service Inc.	Pager	399.00
Curt & Candy’s Hardware Hank	Miscellaneous Items	135.18
DALCO	Misc. Supplies	98.44
David Drown Associates	Consulting Services	6,800.00
Davy Engineering	Plan / Zone – Eng. Fees	199.78
Davy Laboratories	Lab	1,820.52
ECM Publishers, Inc.	Advertisements	496.34
Fastenal Co.	Street Equipment – Parts	95.91
Gopher State One Call	7 Location Notifications	10.15
Grafix Shoppe	Graphics 2003 Crown Vic	101.13
H & L Mesabi	Plow Blades	318.17
Image Trend, Inc.	Software Licenses – Ambulance	3,900.00
Ken’s Small Engine	Lights / Truck 1420	146.86
Lackore Electric	STP – Repair Parts	895.98
Longhorn Trux n Toyz	PD Car Wash	46.80
Matco Tools	Dial Inflator	101.92
Menard’s	Bulbs	33.89
Metro Fire	FD – Gloves	117.60
Minnesota Dept. of Commerce	3 rd Quarter Fiscal Year	348.69
Minnesota Pipe & Equipment	Water – Hydrant Repair Parts	327.42
Mississippi Welders Supply Co.	Oxygen	39.76
MN Municipal Utilities Assn.	2010 Membership	3,514.00
Municipal Emergency Services	Fire Department Gloves	127.89
Nelson, Robert L.	Consulting Fees	180.00
P & H Services	Batteries, Mobile Units	940.57
Resco	Light – Inventory	789.00
Richard’s Sanitation	Refuse Disposal – December 09	181.96
Rippe, Hammell & Murphy	Prosecution Matters	2,785.50
Ronco Engineering Sales, Inc.	Street Equipment	30.51
Sandry Fire Supply	Boots / Safety Vest	3,952.44
Schilling Supply Company	Bags, Copy Paper	371.03
Sheehan Sales	2 Sets of Chains	176.00
Southeast Consultants Inc.	EDA Services	8,648.00
Stuart C. Irby Co.	Light – Inventory	253.29
Synergy Graphics	Sunday Liquor Licenses	32.58
Tri-County Electric Co-op	Electric Energy	171,766.52
United Auto Supply Inc.	Repair Parts	68.38
Weichert Motors	Steel Mix	63.22
Winona Controls, Inc.	Boiler System Repair	193.50
WWTP MPCA PFA Loan Fund	Loan Payment	<u>3,500.00</u>
		\$ 214,706.53

OLD BUSINESS

A. ELECTRICAL DEPARTMENT:

1. 2010 ELECTRICAL IMPROVEMENT PROJECT: City Electrician Matt Blocker was present to discuss the latest update on the 2010 electrical improvement project. Mr. Blocker informed the Council that PowerPlus Engineering representative Chuck Gustafson met with Interim Clerk Gerardy and himself on Monday morning to discuss possible alternatives to the present plan that has already been presented to the Council. He pointed out that Mr. Gustafson can attend a meeting and bring the new estimates for the alternative option to the project and explain what it all entails. He explained the variation from the proposed project would be to put in all the high voltage that was on the old presented plan and then use step down transformers and use the current secondary lines that are going to all of the residences and down the back lot lines without interrupting residential backyard properties. He explained with this option, we could move forward, get the high voltage in and get switched over to the wild turkey substation and make some forward progress while costs are down both on material and labor; noting that contractors are eager to obtain work for 2010 therefore we may get a price reduction. After much discussion, a motion was

made by Mayor Burns, seconded by Member Murphy, to proceed with high voltage in Sunnyside and Foltz Additions and add extension to Winnebago Street down Madison Street going east. All members present voted in favor and the motion was declared carried. After the motion, the Council directed Mr. Blocker to call PowerPlus Engineering to tell them to proceed with cost estimates and come back to the next meeting with those.

2. **AMR READERS:** Mr. Blocker informed the Council that he had a conversation with the gentleman from Dakota Supply Group and felt that with the purchase of the new meters and the fact that they were starting to install them, that it was necessary to now purchase the AMR Reader, software and training for an estimated cost of \$9,900. He stated that Dakota Supply Group would find two additional readers to use through part of the 2010 year as demos to see how the system works with an agreement that the city would purchase two of the hand held readers, for a grand total of three. He stated that the cost for the additional readers is unknown at this time. Initial cost is \$4,800 per reader; he noted that Dakota Supply Group felt they could possibly give us a better cost on each of the readers by purchasing and going ahead with the program. Following discussion, a motion was made by Mayor Burns, seconded by Member Vick, to purchase the Itron FC 300 SR handheld reader with software, training and support for an estimated cost of \$9,900. All members present voted in favor and the motion was declared carried.

B. EMPLOYEE LOST VACATION TIME: Interim Clerk Gerardy informed the Council that at a previous Council Meeting when they discussed the loss of Joyce Guillaume's 49.5 hours of lost vacation time be paid to her as a severance package when she decides to retire, no motion was made therefore no mention was made in the minutes for future reference. After brief discussion, a motion was made by Mayor Burns, seconded by Member Murphy, to compensate Joyce Guillaume for the 49.5 hours of lost vacation time as a severance package when she retires at whatever future date she would decide. All members present voted in favor and the motion was declared carried.

C. CONSERVATION IMPROVEMENT PLAN: Member Murphy discussed the Conservation Improvement Plan, explaining his ideas and asked if the other Council Members had any. He further explained that he had been in contact with Ted Kjos from Tri-County Electric and that he indicated he would like to compare the two plans so that the two plans did not duplicate one another. One change was found to the plan and that was to change the rebate on a light bulb from \$3.00 to \$2.00.

NEW BUSINESS

A. LIQUOR STORE

1. **MINNESOTA MUNICIPAL BEVERAGE ASSOCIATION CONFERENCE:** A request was made by Patty Gavin, Liquor Store Manager, to authorize herself and Nancy Steele, Assistant Manger, to attend the 2010 MMBA Conference at Breezy Point Resort from February 23 – February 24, 2010. The cost for both to attend the conference was \$364 plus reimbursement of mileage and other refunded expenses. After brief discussion, a motion was made by Member Murphy, seconded by Mayor Burns, to deny the request. All members present voted in favor and the motion was declared carried.
2. **ASSISTANT MANAGER:** Interim Clerk Gerardy explained that Nancy Steele has been an employee at the Liquor Store for one year now and has accomplished the 14 hours per week rule for a 52 week period allowing her to join the City of Caledonia Employee Association and discussion was held on a pay adjustment for her position upon the joining of the Association. It was suggested that she receive a 70¢ per hour raise increase, which was in line with all other association employees which would then adjust her hourly rate from \$9.70 per hour to \$10.40 per hour, a 70¢ increase. The Council directed Gerardy to draft a memorandum to the City of Caledonia Employee Association they could discuss Ms. Steele joining the Association and her pay increase. A motion was made by Member Murphy, seconded by Mayor Burns, to increase Nancy Steele's wage by 70¢ for a new wage of \$10.40 per hour. All members present voted in favor and the motion was declared carried.

B. ZONING APPLICATION – DEAN FOLTZ: Interim Clerk Gerardy explained that Dean Foltz wants to build a 40' x 80' pole building for storage. Mr. Foltz lives in an agricultural district and this building would be classified as an accessory use; the building meets all setback

requirements. Following brief discussion, the Council agreed by general consensus to approve the zoning application.

C. ANNUAL APPOINTMENTS: After brief discussion, the only changes noted to the annual appointments were the following; City Clerk – Administrator Mike Gerardy, Police Chief Kurt Zehnder, and the Fire Department Custodians Wally McComber, Dillon Becker and Tim Schroeder would be taken off the list being the fire department would not have appointed custodians. The entire department is going to do the custodial work as a group effort. Mayor Burns elected not to change any of the Council Committee appointments.

2010 POSITIONS / APPOINTMENTS

Administrator Coordinator, Zoning Officer	Mike Gerardy
Ambulance Director	Mike Tornstrom
Economic Development Authority	Murphy and Vick
City Clerk – Administrator	Mike Gerardy
Economic Development Authority Director	Jane Schiltz
Deputy City Clerk	Joyce Guillaume
City Treasurer	City Clerk – Administrator
City Attorney	Timothy A. Murphy
Auxiliary Mayor	Randi Vick
Community Education Representative	Randi Vick or Bob Burns
Official Newspaper	Caledonia Argus
Official Depositories	Bank Of The West
	Merchants Bank
	Minnesota 4M Fund
	All Institutions Covered by FDIC Insurance
Fire Chief	Charles Gavin
1 st Assistant Chief	Mike Meiners (Training)
2 nd Assistant Chief	Matt Hoscheit
Safety Officer	Randall Ashbacher
Fire Marshal	Kevin Jacobson
Treasurer	James Houdek
Secretary	Matt Blocker
Police Chief	Kurt Zehnder
Weed Inspector	Mayor
Assistant Weed Inspector	Administrative Coordinator
Consulting Tree Inspector	Minnesota Forestry
City Health Administrator	City Clerk – Administrator
Animal Control Officer	Mike Gavin
Emergency Management Director	Bob Lemke
Planning and Zoning Commission	City Council
Airport Zoning Board	Mayor Bob Burns
	City Clerk – Administrator
Library Board	Pam Griffith, President
	Diane Muenkel
	Lisa Michelsen
	Patty Schieber
	Hilda Oitzman

COUNCIL COMMITTEES

<u>General Government Committee</u>	Murphy and Perry
Legislative, Judicial, Executive	
City Clerk – Administrator' Office	
Financial Administration	
Law	
Personnel Administration	
Salary Negotiations	
Pay Equity Compliance Oversight	
<u>Public Safety Committee</u>	Vick and Lemke
Police Department	
Traffic Engineering	
Animal Control	
Other Protection	
Ambulance Department	Burns and Perry
Fire Department/Fire District	
Civil Defense	
<u>Public Works; Health and Welfare Committee</u>	Burns and Vick
Street Department	
Streets, Sidewalks, Curb and Gutter	
Sanitation	
Health	

Welfare

Culture-Recreation Committee
Recreation Department
Auditorium / Athletic Field
Parks

Perry and Murphy

Programs
Library
Economic Development

Vick and Perry

Seasonal-Recreation Committee

Burns and Vick

Enterprise Funds Committee
Water Department
Sewer Department
Electric Department
Liquor Store

Murphy and Lemke

D. FIRE DEPARTMENT: Interim Clerk Gerardy informed the Council that they were notified by Danielson Insurance Agency that the independent insurance policy had on the gambling manager terminated. The letter also advised that the gambling manager was automatically covered by the League of MN Cities Insurance Trust. Interim Clerk Gerardy asked if the expense for the policy should come out of the fire departments budget. After discussion, the Council directed Gerardy to find out some more information and report back to the next meeting.

CLERK'S REPORT

A. INVOICE UPDATE: Chief Zehnder explained that the bullets had been backordered since March 2009 and would be for more than a year supply.

B. INSURANCE DIVIDEND: Enclosed with the Agenda was notice of the 2009 Dividend amount from the League of MN Cities was \$14,227. The Council questioned whether that was in line with other years, after review of the graph provided by the League it was determined that the dividends had been up and down in the past 10 years, with no set pattern.

C. BLOWOUT INVITATION: Enclosed with the Agenda was an invitation from the Fire Department to attend their annual appreciation dinner.

D. EMPLOYEE TIME RECORDS: Enclosed with the Agenda was the Employee Time Record for pay periods November 30 – December 13 and December 14 – 27, 2009.

E. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report, showing a Total Monthly Average Nitrogen Level of 6.44 mg/l.

F. UNPAID UTILITY BILL POLICY: Discussion was held on whether to have a separate policy for businesses in regards to unpaid utility bills. Currently the city has a policy for residential owners. After discussion, Member Murphy suggested that Retired City Clerk Bob Nelson, Mike Gerardy and himself meet and discuss to come up with a policy for businesses who get behind on utility bills.

G. INCIDENTAL CHARGES FOR GYM USE: Interim Clerk Gerardy asked the council if they wanted to set an hourly rate for incidences where young children would come to the city auditorium for one or two hours for the purpose of shooting baskets or an open gym type affair. The Council directed Gerardy to meet with Matt Blocker, Electrician, to see if they could figure out an hourly rate to see what the lights would cost us per hour to run and come back with information to next or future council meeting.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Vick and seconded by Member Murphy. All members present voted in favor, the motion was declared carried and the meeting then adjourned at 9:31 p.m. The next Regular Meeting of the City Council is scheduled for 6:00 p.m., Monday, January 25, 2010, in the Council Room, City Hall.

Robert H. Burns, Mayor

Michael F. Gerardy
Interim City Clerk - Administrator