

Agenda
Regular Meeting of the City Council
Monday, January 8, 2007

- I. Call to Order
 - A. 7:00 p.m. in the Council Room, City Hall.

- II. Roll Call
 - A. Members present:

 - B. Members absent:

 - C. Consultants and City Staff present:

 - D. Visitors present:

- III. Closed Meeting: Following the opening of the Regular Meeting, Mayor Morey will recess the Regular Meeting and open a Closed Meeting to receive legal advice from the Cities Consulting Attorney regarding a claim for wages due and payable. This exchange will be made by telephone. Following the discussion Mayor Morey will end the Closed Meeting and resume the Regular Meeting.

- IV. Consent Agenda
 - A. Minutes of Past Meetings: Consider minutes of the Regular Meeting held Monday, December 11; and Continued Meetings held December 14 at 6:00 and December 14 at 6:42 p.m. Addendum #1

 - B. Donation: Consideration for approval of a donation in the amount of \$1,500 from American Legion Post 191 to be passed-thru the City to Caledonia Green.

 - C.

 - D.

Council Action

V. Visitors and Communications

- A. City Accountant: Ms. Mann will review draft rate increases for the Water & Sewer Funds. Addendum #2

Council Action:

- B. Administrative Coordinator Topics: Mr. Gerardy will present his topics to the Council.

Council Action:

C.

D.

E. Communications:

- 1. The Wheel, January 2007. Addendum #3
- 2. Letter, Clerk's Office, 12-29-06. Addendum #4

VI. Claims

- A. Prepaid Claims: Consideration of the Prepaid Claims for December 2006. Addendum #5

Council Action:

- B. Claims Payable: Since this meeting is so early in the month, most invoices have not even been received from vendors, the Claims Payable will be prepared through the end of day Monday, January 8, and be presented at the evening meeting.

Council Action:

VII. Old Business

- A. Wages Due and Payable: If the Council believes the issue of wages due and payable has been resolved, a motion for settlement must be made during the regular meeting.

Council Action:

B. Ambulance Service Employment

1. Job Description: Having held 3 meetings with Ambulance Attendants, the consensus of those present is that the job description is suitable although one EMT recommended that it be formatted in a more simplified form. Please review the job description to determine whether or not Council Members have recommendations for additions, deletions or changes of any kind. Addendum #6

Council Action:

2. Probationary Period:

Council Action:

3. Wages: Does the Council wish to consider a wage rate for the probationary period and establish a rate following successful completion of that period? Does the Council wish to consider a wage rate if the successful applicant is not certified to be an EMT Instructor as opposed to being certified? Does the Council wish to establish regulations for the handling of monies for prospective EMT's taking a training class, meaning that their payment is made to the City and expenses for conduct of the training class are charged to the City?

Council Action:

C.

D.

VIII. New Business

- A. Clerk's Office Machines: Enclosed is an estimate for 2 computers with a total price, including Minnesota Sales Tax of \$2,112.90. The budget estimate for purchase of 2 computers in 2007 was \$3,200, thus the actual quote is \$1,087.10 less than the budgeted amount. Addendum #7

Council Action:

- B. Chamber of Commerce Contribution: Last year the City donated \$675 to the Caledonia Area Chamber of Commerce for tourism and advertisement of the City.

Does the Council choose to make a similar contribution this year? The total budgeted amount for donations in 2007 is \$3,500. Addendum #8

Council Action:

- C. 2007 Positions / Appointments: Enclosed is a copy of the Appointments made for 2006. The Mayor may make appointments with the consent of the Council. Addendum #9

Council Action:

- D. Donation: To accept a \$6,000 contribution from the Caledonia Fire Department Relief Association Gambling Account, received December 18, 2006, and apply it toward purchase of ladder truck equipment as proposed to the Council at the Regular Meeting of December 11.

Council Action:

E.

F.

IX. Clerk's Report

- A. Special Meeting: This is a reminder of the Special Meeting to discuss the Cities draft Comprehensive Plan with representatives of Houston County, Caledonia Township and Mayville Township, scheduled for 7:00 p.m., Thursday, January 11, 2006, in the Commissioners Room, Houston County Courthouse.
- B. Insurance Rate Data: Enclosed is a letter from Danielson Insurance Agency and a detailed listing of changes in rates, dividends and coverage changes from the League of Minnesota Cities Insurance Trust. Addendums #10 & #11
- C. Annual Reports: For informational purposes only, copies annual reports, submitted to the State of Minnesota, for State Peace Officer Aid and State Fire Aid are enclosed for your review. Addendums #12 & #13
- D. LMC Seminars: Are any Council Members interested in attending the League of Minnesota Cities Conference for newly elected or experienced officials? Addendum #14

- E. Police Department: Enclosed is the Officer Activity List and Officer Activity Summary for December 2006. Addendums #15 & #16
- F. Employee Time Record: Enclosed are the Employee Time Records for pay period December 4 – 17 and 18 – 31, 2006. Addendums #17 & #18
- G. Council Wages: This is a reminder that Council Salaries have increase beginning January 1, 2007 and part of that increase is the hourly rate for duties performed as Committee Members, attending Committee Meetings, meeting with Employees and the like. Addendum #19

H.

I.

X. Miscellaneous Items

A.

B.

C.

XI. Adjournment