

SPECIAL MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, August 20, 2012

CALL TO ORDER: Following due call and notice thereof, Mayor Burns called the meeting to order at 6:40 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. Guests: Ted Schoonover

Second interview of Ted Schoonover, applicant for the City Clerk/Administrator position, was opened. Mayor Burns stated that the City Council wished to negotiate terms of employment with Mr. Schoonover for the position of City Clerk/Administrator. The City Council noted that his hiring was unique within the City system in that Mr. Schoonover was being hired for the highest appointed position within the City government, that he was being hired for his education and experience and that the City acknowledged that he was entering the position from a mid-career point and that his terms of employment would be different from those of a general employee.

Paul Sparks explained to the Mayor and Council that Minnesota allows the Administrator to opt out of PERA and to have their City contribution go into a 457 Defined Contribution plan, at the option of the employee. This alternative is only available to Administrator's by law. Mr. Schoonover indicated that he would like to consider this alternative. This needs to be done within the first 30 days of employment and Mr. Schoonover would need to consult with PERA officials and a 457 provider when hired.

Mr. Schoonover was asked by Member Vick what his start date would be and Mr. Schoonover explained that he would be able to begin October 1, 2012. Mayor Burns asked Paul Sparks if he would be able to work until that date and if he would be available to work with Mr. Schoonover, if necessary, for a week after October 1st. Paul Sparks said he could work to October 1st and would make himself available to work with Mr. Schoonover if he felt it would be helpful.

Salary was discussed and the Mayor and City Council reached an agreement with Mr. Schoonover that the annual salary would be \$70,000. Mr. Schoonover asked that in lieu of additional salary some consideration be made for sick leave and vacation to be granted at the time of employment. Member Fisch proposed that 5 days of sick leave and 7 days of vacation be granted at the time of hire and that accrual of additional sick leave and vacation would be at the regular rate for employees after hire. The vacation and sick leave granted would be available for Mr. Schoonover's use from the date of hire.

The payment of moving expenses was discussed. Several alternatives were considered and Mayor Burns suggested that \$2,500 in moving expenses be included in the offer of employment. The City Council members concurred and Mr. Schoonover agreed to the amount.

Health Insurance would be offered on the same terms and conditions as offered to all City employees. The same benefit package for life, disability, flex account, etc. as provided to all City employees would be available to Mr. Schoonover.

Mr. Schoonover would be required to live within the City of Caledonia after he is able to secure permanent housing.

The Mayor and City Council will perform an evaluation of Mr. Schoonover's performance after 6 months of employment. After the evaluation is completed there will be a salary review.

Mr. Schoonover will perform the duties of Clerk-Administrator as provided for in the City of Caledonia's job description for Clerk-Administrator.

Mayor Burns moved to approve the above agreed upon terms and conditions of employment of Ted Schoonover as City Clerk/Administrator, seconded by Member Vick. On Roll Call vote Mayor Burns voted Aye, Member Vick voted aye, Member Lemke voted aye, Member Murphy voted aye, and Member Fisch voted aye. Mayor Burns declared the motion carried, 5 votes in favor and 0 opposed.

Member Murphy moved to reimburse the Mayor for dinner meals paid for by the Mayor for Ted Schoonover, Mrs. Schoonover and Paul Sparks, seconded by Member Fisch. All members voted in favor and the motion was declared carried.

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

Robert H. Burns
Mayor

Paul T. Sparks
Interim City Clerk/Administrator