

SPECIAL MEETING OF THE CALEDONIA CITY COUNCIL  
CITY COUNCIL CHAMBERS, CITY HALL  
CALEDONIA, MINNESOTA  
Monday, July 2, 2018

CALL TO ORDER: Following due call and notice thereof, Mayor DeWayne “Tank” Schroeder called the meeting to order at 6:00 p.m. in the Council Room of City Hall.

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

ROLL CALL: Council members present: Mayor Schroeder, Robert Burns, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Adam Swann, clerk-administrator. Visitor(s) present: None.

NEW BUSINESS:

a. Consideration of job description and advertisement for full-time administrative assistant position: Clerk-Administrator Swann presented Council with a proposed job description and advertisement for a full-time administrative assistant position that would support both the Police Department and general City operations. Swann explained that the proposal to hire a full-time position would replace the part-time administrative assistant position previously advertised. Swann further explained that by hiring a full-time administrative assistant, the City could shift additional responsibilities to the administrative assistant, such as dog/cat licensing, ATV licensing, and invoicing for City services, thereby providing additional time for the assistant to the clerk-administrator to help with zoning and code enforcement. Swann proposed that the City could help cover the cost by not replacing a full-time police officer position if the department had a vacancy. Member Burns moved to approve the job description and advertisement for a full-time administrative assistant as presented based on discussions that the City would not replace a full-time police officer if a police officer left the department, thereby reducing the department from 6 full-time officers to 5 full-time officers. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Consideration of revised job description and advertisement for assistant to clerk-administrator position: Swann presented Council with a revised job description and advertisement for an assistant to the clerk-administrator. Swann explained that the revised job description replaced licensing and invoicing duties with zoning and code enforcement responsibilities. Member Burns moved to approve the revised job description and advertisement for the assistant to the clerk-administrator position. Member Vick 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 Fisch, seconded by Member Burns. All members present voted in favor, and the motion was declared carried to adjourn at 7:12 p.m.

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DeWayne “Tank” Schroeder  
Mayor

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Adam G. Swann  
Clerk-Administrator