

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF CALEDONIA, MINNESOTA  
Monday, March 26, 2007

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members Paul Fisch, Randi Vick, Gary Klug and Robert Standish. Members absent: None. Consultants and City staff present: Stephanie Mann, Mike Tornstrom, Doug Ely, Randy Shefelbine and Michael Gerardy. Visitors present: Jane Palen, Reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Mayor Morey, seconded by Member Vick, to approve the Consent Agenda items, listed below. All members voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, March 12, 2007, as presented.

VISITORS AND COMMUNICATIONS

A. AMBULANCE DIRECTOR: Mike Tornstrom, Ambulance Director, introduced himself to the full Council and gave an overview of how his first week on the job has gone. Mr. Tornstrom presented a list of items the ambulance attendants and himself feels are more beneficial to the Ambulance Department at this time than the automatic lift cot which is a budgeted item in 2007 and proposed the cot be put in the 2008 budget.

1. EMS PERSONAL MANAGER 5.1 SOFTWARE: Mr. Tornstrom explained this software would keep track of the training progress of the ambulance personnel to make sure they have the required hours. Each EMT is required to attend 72 hours of training every 2 years whether the training is done in house or out sourced. Mr. Tornstrom said he could do all in house training and further he recommended that if an EMT attends an out source training session, the EMT should pay for the training personally and the City would reimburse them when a certificate was presented saying the training was complete, the Council agreed with that recommendation. Mr. Tornstrom estimated the cost of the software would be \$300. Following discussion, a motion was made by Member Fisch, seconded by Member Standish to approve the purchase of the EMS Personal Manager 5.1 Software for an estimated price of \$300. All members voted in favor and the motion was declared carried.
2. CEVO CLASS FOR MAY 12: Mr. Tornstrom stated that this training is important for EMT's. A trainer would come from Spring Valley, MN to do the training in Caledonia and possibly some EMT's from Houston who needs the training would attend. The cost is \$45 per person. Mr. Tornstrom said he would select the attendants he felt needed this training. May 12<sup>th</sup> has been set as a tentative date. Following discussion, this item was tabled until more information can be obtained.
3. NEW COMPUTER, PRINTER AND SOFTWARE: Mr. Tornstrom presented a quote from Dell in the amount of \$2,366.53, for a Computer, Printer and Software. He explained the new equipment would enable him to set-up schedules on line for the attendants and they would have the ability to "text page" all attendants cell phones. Text Page gives an EMT the ability to find an emergency replacement for their shift if a conflict should arise causing them to be unable to respond to a call. He noted this feature has been tested twice in the previous week and it worked well. Following discussion, the Council asked Mr. Tornstrom to obtain another quote from a local business to compare prices.
4. COUNTERTOP WITH CABINETS: Mr. Tornstrom presented a quote from Home Depot in the amount of \$411.98 for a new countertop and cabinets to replace the current desk in the garage. The new workspace would have 3 base units with drawers and a laminated countertop. It would be installed at normal height and would include 2 stools for attendants. Following discussion, a motion was made by Member Fisch, seconded by Member Klug, to approve the installation of a countertop workspace for the ambulance garage, but asked that he obtain a local quote. All members voted in favor and the motion was declared carried.

5. **STRYKER STAIR CHAIR:** Mr. Tornstrom presented a quote in the amount of \$2,167.00 for a stair chair. He noted this would be used in the event a patient had to be moved up or down stairs to get them into the ambulance. This would also help reduce injuries to ambulance attendants. It was noted \$2,700 was set aside in the 2007 budget for purchase of a stair chair. Following discussion, a motion was made by Member Fisch, seconded by Member Standish, to approve the purchase of a Stryker Stair Chair for an estimate cost of \$2,167.00. All members voted in favor and the motion was declared carried.
6. **PROJECTOR:** Mr. Tornstrom stated a projector would be used for training personnel and possibly in the future could be used for community CPR and First Aid Classes. He suggested this could also be shared with other Departments for their training or presentation needs. The Council agreed to table this issue until more information could be obtained.
7. **CREW LEADERS:** Mr. Tornstrom explained he would like to develop two new positions. The Crew Leaders would be seasoned EMT's that other attendants would be able to go to with questions if he was not available at the time. He explained crew leaders would be a help for the more inexperienced EMT's or in an emergency situation if he was not present. He stated this was only in the planning stages and he would return at a later date after a survey is completed by all the ambulance attendants.
8. **UNIFORMS:** Mr. Tornstrom said he would like some kind of uniforms for the ambulance attendants. The Committee stated they would look into this and come back to a future meeting.

B. **ACCOUNTANTS REPORT:** Stephanie Mann, City Accountant, presented the cash and investment balances for all funds as of February 31, 2007. Total cash was \$318,597.65 and total investments were \$3,177,183.00. Ms. Mann also presented year end reports for all funds.

C. **FIRE RELIEF ASSOCIATION:** Doug Ely, Fire Relief Association President, presented an Amendment to the Fire Relief Association By-Laws, stating that during the Relief Associations Annual Meeting on February 5, 2007, they voted to increase the Pension Benefit from \$950 to \$1050 for each year of active service. Following discussion, a motion was made by Member Fisch, seconded by Member Vick, to increase the Pension Benefit from \$950 to \$1050. All members voted in favor and the motion was declared carried.

D. **COMMUNICATIONS**

1. LMC Friday Fax, 3-16-07.
2. LMC Friday Fax, 3-23-07.

**OLD BUSINESS**

A. **UTILITY TRACTOR BIDS:** The Utility Tractor Bids were opened at the last Regular Meeting, but the item was tabled so Mike Gerardy, Administrative Coordinator, could go over the quotes to make sure all the specifications were correct. Green Power had the apparent low bid; Mr. Gerardy reported that Green Power did meet all specifications. Following discussion, a motion was made by Member Fisch, seconded by Mayor Morey to approve the apparent low bid, received from Green Power, with trade-in and not to exceed \$18,182.75. Members voting in favor: Fisch, Morey, Vick and Standish. Opposed: None. Abstaining: Klug. The motion was declared carried. The bids are listed below:

Green Power:

Total Bid: Excluding Trade-in:	\$26,178.77
Total Bid: Including Trade-in:	\$16,638.50 (trade-in \$9,540.27)
	Options: \$1,450.00
	Sales Tax: \$ 94.25
Total Bid: Including Trade-In:	\$18,182.75

Caledonia Implement:

Total Bid: Excluding Trade-in:	\$28,991.00
Total Bid: Including Trade-in:	\$20,491.00 (trade-in \$8,500.00)
	Options: \$1,100.00
	Sales Tax: \$ 71.50
Total Bid: Including Trade-In:	\$21,662.50

B. EMPLOYEE EVALUATION SHEET: Enclosed with the Agenda was a sample Employee Evaluation Sheet obtained from Houston County. Brief review was done of the evaluation sheet. The Council tabled this issue until more samples can be obtained for more comparison.

C. TRANSFER SWITCH ESTIMATE: Enclosed with the Agenda was an estimate in the amount of \$2,800 for installation & connection of the Transfer Switch & 30kw generator at the Police Department. The Council reviewed the estimate and agreed by general consensus to table this issue until a later date.

D. AMBULANCE EMT TIME AT COUNTY FAIR: Mr. Gerardy informed the Council that all EMT's were paid for their time at the 2006 Houston County Fair. Discussion was held on whether the City should bear the full cost of the fire and ambulance personnel's time at the fair or if it could be cost shared with the Fair Board or other cities in the county. The Council Committee will meet with the Fair Board to review this matter and it will be brought back to the full council at a later date.

F. TRI-COUNTY ELECTRIC CITY SUB STATION: Mr. Gerardy reported that the replacement parts had been ordered for the substation and the City, Tri-County and Dairyland Power are working on a tentative date to schedule the next outage to replace old parts, which will finish the substation project.

#### NEW BUSINESS

A. RECREATION DIRECTOR POSITION: Mayor Morey stated the Recreation Committee held the interviews and recommend Dan Tweten be hired as the Director. He stated the director position would supervise coaches and organize schedules for practices, games, tournaments, and the like. It was further stated the director would not be a coach unless needed. Following discussion, a motion was made by Mayor Morey, seconded by Member Klug, to hire Dan Tweten as the Summer Recreation Program Manager at a wage of \$10.50 per hour, and to offer the position of Girls Head Coach to Angie Ideker at her 2006 wage of \$8.20 plus the 2007 wage increase. All members voted in favor and the motion was declared carried.

B. ATHLETIC FIELD RENTAL: Mr. Gerardy stated that he received a phone call from the Caledonia Public Schools asking if they could rent the Athletic Fields for spring baseball, which has been done in the past. The previous rate has been \$250 per field. Following discussion, a motion was made by Mayor Morey, seconded by Member Standish, to approve the rental of the Athletic Fields for CHS spring baseball season at a rate of \$250, further, to ask the School that in return if the City would need the CHS fields for the summer recreation program that the City would be able to rent the fields at the same rate of \$250 per field. All members voted in favor and the motion was declared carried.

#### C. POLICE DEPARTMENT ISSUES:

1. COMPUTERS: Mayor Morey discussed the random checking of the Police Department computers on March 15, 2007. He stated an agreement was signed by all City employees which stated that computers could be checked at any time the City felt was appropriate. Member Vick suggested that all Council Members should be informed in the future when this type of activity is going to be done in the future.
2. PART-TIME POSITION: Member Vick and Chief Randy Shefelbine introduced discussion on the Police Department Part-Time Position that was cut from the 2007 Budget. Member Vick stated that the issue was never brought back to the full council after the budget committee went over the Police Department's 2007 Budget to see if money could be found in the budget to allow the part-time position that was held by Jessica Lewis, to continue and not be terminated. Chief Shefelbine stated he would like to see Ms. Lewis back at the Police Department to help with the busy summer schedule. Chief Shefelbine stated that Ms. Lewis is still on their part-time roster but working at the LaCrescent Police Department now and going to school. Following discussion, a motion was made by Member Vick, seconded by Member Standish, to offer Jessica Lewis the part-time position back for Friday and Saturday nights if she is available. Members voting in favor: Vick, Standish and Klug. Opposed: Morey and Fisch. The motion was declared carried.

D. DAVID PARNELL – METHAMPHETAMINE SEMINAR: Discussion was held on the City sponsoring a Methamphetamine Seminar to be held on Friday, March 30, at the Caledonia Middle/High School. This City is asked to make a \$500 donation, along with the Caledonia

Community Education and the Houston County Child Abuse Prevention Council paying \$1,000, the actual cost for the seminar is \$1,500. Following discussion, a motion was made by Member Fisch, seconded by Member Standish, to send a letter of support to Houston County Drug Free Coalition to say: The City will advertise for future Drug Seminars for the next 5 years, the City will offer the City Auditorium as presentation site for future seminars, if needed for the next 5 years, and the City to pay the \$500 as a one time fee. All members voted in favor and the motion was declared carried.

F. ELECTRIC METER TESTER: Mr. Gerardy stated that the Light Department would like to purchase an Electric Meter Tester which can be a portable unit as a bench test unit, the estimate cost of the test is \$4,375. He stated this would be a valuable purchase because meters should be tested every 10 years for efficiency to tell if they need to be replaced or fixed. Following discussion, a motion was made by Member Fisch, seconded by Member Vick, to approve the purchase of an Electric Meter Test for the estimated cost of \$4,375, plus tax and freight charges. All members voted in favor and the motion was declared carried.

#### CLERK'S REPORT

A. COMPREHENSIVE PLAN: The 10 folders and CD of the completed Comprehensive Plan were delivered to the Clerk's Office.

B. REMINDER: Tri-County Electric "Dinner and Discussion" night is to be held Thursday, March 29, 2007.

C. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period February 26-March 11, 2007 and distributed at the meeting was the Employee Time Record for pay period March 12 – 25, 2007.

D. COUNCIL HOURS: The Council was informed to turn their hours into the Clerk's Office by Noon on Tuesday, March 27, 2007.

E. ACE COMMUNICATIONS: Enclosed with the Agenda was a notice from Ace Communications Group notifying the City that effective May 1, 2007, they will be removing 3ABN (Channel 102) from its channel line-up.

F. FLUORESCENT BULB COLLECTION: Enclosed with the Agenda was a notice from Houston County announcing the Fluorescent Bulb Collection will be held on Saturday, April 14, 2007, from 8:00 a.m. – 3:00 p.m.

G. MEDIACOM RATE INCREASE: Enclosed with the Agenda was a letter from Mediacom stating their rate increase for both the Broadcast Basic and Family Cable.

H. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report showing a Total Monthly Average Nitrogen Level of 11.12 mg/l.

I. MEDICAL DIRECTOR: Distributed at the meeting was a letter from Dr. Ryan Brenza accepting the appointment of the Medical Director Position for the Caledonia Ambulance Service.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Klug and seconded by Mayor Morey. All members voted in favor, the motion was declared carried and the meeting then adjourned at 10:40 p.m. The next Regular Meeting of the City Council is scheduled for Monday, April 9, 2007, in the Council Room, City Hall.

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Michael J. Morey, Mayor

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Joyce Guillaume, Deputy Clerk