

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, June 23, 2008

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: Randi Vick, Gary Klug, Robert Standish and Peggy Perry. Members absent: None. Consultants and City staff present: Mike Tornstrom, Timothy Murphy and George Hoff and Robert L. Nelson. Visitors present: None.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Klug, seconded by Member Standish, 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, June 9, 2008, as presented.

B. MEMBERSHIP: To approve renewal of membership in the Southeastern Minnesota League of Municipalities for an annual fee of \$35.

CLOSED SESSION FOR ATTORNEY / CLIENT PRIVILEGE: At 7:05 p.m., the Council held a closed session with Attorney's Tim Murphy and George Hoff to discuss defense strategies in a summons from Houston County regarding the Criminal Justice Center Zoning Application and process. And with regard to a summons from the First National Bank of Bangor which indicated it was foreclosing on a company named Matinee.org with the City being involved as another lending agency. This closed session continued until 8:14 p.m.

EMPLOYEE HEARING: At this time an employee hearing was conducted in a closed meeting from 8:25 p.m. to 9:15 p.m. Following the close of the employee hearing, a motion was made by Member Perry, seconded by Mayor Morey, to issue Patricia Lemke a letter reprimand for behaviors towards others in her dealings on the ambulance service, with evaluations to be made each 60 days during a 6 month probationary period, beginning June 24, 2008. Should the behaviors be repeated during the probationary period Ms. Lemke shall be subject to further disciplinary action up to and including dismissal. Should the behaviors be corrected, this letter of reprimand shall be purged from her personnel file at the end of the 6 month probationary period. All members voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS

A. AMBULANCE DEPARTMENT: Mike Tornstrom, Ambulance Director, brought the following issues to the Council.

1. FIRST RESPONDER PAY RATES: Following discussion and a recommendation by Mr. Tornstrom, a motion was made by Member Klug, seconded by Member Standish, to create a pay rate of \$1.00 per hour for standby time and \$12 per hour for call time for the newly established first responders' positions with the Ambulance Service. All members voted in favor and the motion was declared carried.
2. IMPLEMENTATION OF A 3rd PERSON CALL TIME PAY: Following discussion and a recommendation by Mr. Tornstrom, a motion was made by Mayor Morey, seconded by Member Klug, to approve up to 18 hours per week of standby time for first responders or EMT's as a 3rd person on the ambulance crew. All members voted in favor and the motion was declared carried.
3. ESTABLISH PAY TIME INCREMENTS: Mr. Tornstrom explained that extra attendant pay has historically been made in increments of 1 hour. He said often the help necessary by extra attendants to remove a patient from their home or a scene of an accident and load them onto the ambulance is often less than a full hour and therefore recommended that the pay increment be changed to one half hour. Following discussion, a motion was made by Member Klug, seconded by Member Vick, to establish the time period increments for extra attendants to be rounded to the nearest half hour. Members voting in favor: Morey, Vick, Klug and Perry. Opposed: None. Abstaining: Standish. (Member Standish was temporarily out of the room.) The motion was declared carried.

4. **PATIENT RATE CHANGES:** Mr. Tornstrom recommended the Council change the rates for patient runs to eliminate the \$75.00 subsidy for City residents and township residents whose township makes a contribution payment to the Ambulance Service. He further recommended the mileage rate be increased from \$9.35 per loaded mile to \$10.00 per loaded mile. Following discussion, a motion was made by Mayor Morey, seconded by Member Perry, to eliminate the \$75.00 discount for city residents and township residents whose township makes a contribution to the ambulance service and to increase the mileage rate to \$10.00 per loaded mile effective July 1, 2008. All other rates are to remain the same. All members voted in favor and the motion was declared carried. (The entire rate structure ambulance service is shown below.)

Classification	2008 Charge Amount	Medicare Reimbursement
ALS Intercept	\$855	\$375.92
ALS 2 Intercept	\$855	\$544.10
BLS Emergency	\$605	\$316.56
BLS Non Emergency	\$530	\$197.85
Mileage 1-17	\$10.00	\$9.63
Mileage 18-50	\$10.00	\$9.63
TSA intercept Included in charge	\$250	
Medical assessment /Response	\$75	189.86
Ambulance Standby /Hourly	\$30	
Extra EMT/ Per /Person	\$14	
Funeral Home Trans	\$62.25	

5. **EQUIPMENT:** Mr. Tornstrom requested authorization to purchase a patient monitoring and EKG system which was used, but in extremely good condition for an amount of \$10,400. A new machine costs \$26,000. Mr. Tornstrom said that while this was not included in the budget, the extra funds received from an increase in the contribution rates from the townships and certain revenues from training and instruction classes newly established by the ambulance service should also increase the budgeted revenues anticipated for 2008. Following discussion, a motion was made by Mayor Morey, seconded by Member Vick, to approve the purchase of the patient monitoring and EKG system for \$10,400 plus tax, if necessary. All members voted in favor and the motion was declared carried.
6. **MNSTAR REPORTING PROGRAM:** Mr. Tornstrom informed the Council that Winona Area Ambulance Service is currently reworking the agreement it has with the City of Caledonia for billing and reporting on the MNSTAR program for Caledonia Ambulance runs. The Winona Service would prefer that Caledonia do its own MNSTAR reporting. Currently Winona does the reports for \$5.00 a report. Following discussion, a motion was made by Member Klug, seconded by Mayor Morey; to have ambulance personnel take over the MNSTAR reporting program for a fee of \$5.00 per report. Interested EMT's shall submit letters of application describing their qualifications. All members voted in favor and the motion was declared carried.

OLD BUSINESS

- A. **ELECTRICAL IMPROVEMENT PROJECT UPDATE:** Clerk Nelson informed the Council that the electrical contractor, Great Lakes Line Builders, have all but completed the contracted work for this improvement project.
- B. **STREET SIGN UPDATE:** Clerk Nelson informed the Council that Mr. Gerardy and Chief Shefelbine said they would have recommendations ready for the City Council at the next meeting for appropriate traffic signs at the intersections of Decorah and Grove Streets and Madison and East Streets.
- C. **ROTARY CLUB MEMBERSHIP:** Clerk Nelson asked the Council if the practice of paying for the EDA Directors Membership was to continue with the new appointment of Jane Schiltz as EDA Director. Nelson informed the Council that the City had paid Rotary Club Membership fees for Joyce Iverson during the time she was EDA Director. During the time of her transition out of the office and Jane Schiltz's transition into the office, the first quarter of 2008 membership was paid by the City. The second quarter was paid by Joyce Iverson herself. The third quarter installment of membership fees is now due and payable in the amount of \$90.

Does the City Council choose to continue the practice of paying the membership fee for its EDA Director? Following brief discussion, there were questions about what other organizations such as Independent School District 299 did for their staff members. The issue was tabled to the next meeting, giving time for further investigation.

D. **INSURANCE COVERAGE:** Clerk Nelson reported that a representative of Allied Adjusters had contacted the Clerk's Office saying they had been involved as much or more than deemed necessary in discussion and actions concerning the August 2007 sanitary sewer backup into the homes of Gordy Becker and Chester Fruechte. If the City were to pursue any further action because of these two properties, it would have to hire Allied Adjusters to do the work or hire its City Attorney. The primary issue concerning these properties was whether or not the City should subrogate the payment it made in a humanitarian sense to the owners of businesses for which the private sanitary sewer extensions were made and which allowed storm water into the sanitary sewer system, causing the backups into these homes. Following discussion, the Council recommended by general consensus to contact the City Attorney and receive his recommendation on how to continue.

E. **COUNCIL MEETING STARTING TIME:** A motion was made by Member Klug, seconded by Mayor Morey, to change the start of Council Meetings to 6:00 p.m. instead of 7 p.m. All members voted in favor and the motion was declared carried.

NEW BUSINESS

A. **MUTUAL AID:** Clerk Nelson reported that Tom Danielson, Danielson Insurance Agency, raised a question concerning insurance coverage when performing service out of the designated area, particularly for emergency management services such as the fire department and when crossing state lines. Mr. Danielson sent an inquiry to the insurance company, asking if insurance coverage would apply when responding to an area for which there was no mutual aid agreement and in this case was across a state line into the State of Iowa. The insurance company is investigating the question, but has not yet rendered an answer. Clarification was made that the Emergency Management Director was the Mayor.

B. **MEMBERSHIP:** Clerk Nelson introduced the annual renewal membership information on the Minnesota Association of Small Cities, which the City of Caledonia has never previously joined. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Klug, not to join the Minnesota Association of Small Cities this year, either. All members voted in favor and the motion was declared carried.

C. **SEMINAR:** Discussion was held on the Minnesota Rural Water Association training session to be held at the City of Spring Grove on July 15. An agenda was included. Following brief discussion, a motion was made by Member Standish, seconded by Member Klug, to authorize Tony Klug and DeWayne Schroeder and any council members to attend the training sessions. All members voted in favor and the motion was declared carried.

D. **RELAY FOR LIFE:** Glenda Miller, on behalf of the Relay For Life asked authorization to set barricades on West Grove Street, adjacent to the Caledonia Mall such that about 6 feet of the north side of Grove Street could be used as a walking path for those participating in the Relay For Life Walk. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Klug, to authorize barricading off approximately 6 feet of the north side of Grove Street for the Relay For Life walk on August 1. All members voted in favor and the motion was declared carried.

E. **LIQUOR STORE EQUIPMENT:** Clerk Nelson presented 2 estimates for a new cooler in the Liquor Store. One estimate was for a cooler from Superior which was a 3 door, 72 cubic foot with swing doors for an amount of \$3,625.26, including shipping and tax. A second unit was also a 3 door, 72 cubic foot with swing doors for an amount of \$3,440.80 including shipping and tax from the company Rapids. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Klug, to authorize the purchase of the Rapids Cooler for the amount of \$3,440.80. All members voted in favor and the motion was declared carried.

F. **ELECTRIC DEPARTMENT TRAINING:** Roger Schmitz recommended a seminar for Matt Blocker and Tim Evans to be held at Owatonna for a registration fee of \$175 each. The seminar on ark flashes and new laws pertaining to that subject is to be held July 29. Following discussion, a motion was made by Mayor Morey, seconded by Member Perry, to authorize Matt Blocker and Tim Evans to attend the ark flashes seminar. All members voted in favor and the motion was declared carried.

CLERK'S REPORT

A. STORM DRAINAGE: Clerk Nelson reported that, subsequent to mailing the letter to Augedahl Construction and Cabinetry and the adjoining property owners in that area, David Augedahl called the Clerk's Office commenting in summary that he would be concerned about the water draining onto the Slavicek property after those property owners north of him became concerned about all their water draining onto his property. Mr. Augedahl said he would be gladded to attend a meeting to discuss how the storm water drainage problem may be resolved, if possible. There was no contact made from other property owners. Discussion at the meeting then questioned whether or not the city would benefit the situation if such a meeting were held, considering what solutions may be available without professional, engineering advice.

B. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period June 2 – 15, 2008.

C. POLICE OFFICE HIRING PROCESS: Clerk Nelson reported that prospective officer Chad Heuser had scheduled both physical and psychological evaluations and that a committee meeting with him to discuss final issues of the possibility of hire by the City of Caledonia would be discussed such as his arrangements for accomplishing the required response time of 15 minutes since he lives in LaCrescent.

D. LMC MEMBERSHIP DUES: Enclosed with the Agenda was a letter from the League of Minnesota Cities saying they intended their maximum dues increase for 2009 to be 3.75%. Over the past 10 years, annual dues increases have averaged 3.2%.

E. WATER USE FEE: Enclosed with the Agenda was a copy of a notice from the Minnesota Department of Natural Resources indicating there would be an increase in the fees assessed municipalities for pumping water for their public water supply.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Mayor Morey and seconded by Member Perry. All members voted in favor, the motion was declared carried and the meeting then adjourned at 11:26 p.m. The next Regular Meeting of the City Council is scheduled for 600 p.m., Monday, July 14, 2008, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk - Administrator