

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL  
COUNCIL CHAMBERS, CITY HALL  
CALEDONIA, MINNESOTA  
September 12, 2022

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 City Hall Council Chambers.

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, Member Robert “Bob” Klug, Member Amanda Ninneman, Member David Fitzpatrick, and Member Brad Ryhkus. City staff present: Jake Dickson, City Clerk/Administrator, Stephanie Mann, Finance Officer. Visitor(s) present: Rachel Stock, *Caledonia Argus*; Charlene Selbee, *Fillmore County Journal*;

APPROVAL OF MINUTES: Mayor Ninneman moved to approve the minutes from the August 22, 2022 Regular City Council Meeting. Motion seconded by Member Fitzpatrick, motion passed 5-0. Motion carried.

CONSENT AGENDA: Member Fitzpatrick moved to approve the consent agenda. Member Ryhkus seconded the motion. All members present voted in favor of the motion, and the motion passed. The consent agenda comprised the following item:

- a. Approve Payments and Disbursements.
- b. Approve Pay Request #11 for Work Performed on Well No. 8 in the Amount of \$104,718.50.
- c. Approve Individual Assessment Petition at 224 South St E.
- d. Approve Utility Bill Certification at 505 Badger St.
- e. Declaration of Surplus Property.
- f. Approve Zoning Application at 720 Marshall St N.
- g. Approve Pay Request #2 for Work Performed on the Auditorium HVAC Project in the amount of \$11,413.30

PUBLIC COMMENT: None.

PUBLIC WORKS/ZONING DIRECTOR: None.

CITY CLERK/ADMINISTRATOR

- a. Updates
  - i. City Clerk/Administrator Dickson updated the City Council on the following items: Dickson met with a representative from the Coalition of Greater Minnesota Cities to discuss legislative issues facing the City of Caledonia and possible sources of funding that might be available to the city, the accepted insurance claim for a damaged well motor and pump at Well No. 6, the Governor’s approval of emergency response funding for the July 23, 2022 storm, and an upcoming tour of the county for the Houston County Comprehensive Plan update.

OLD BUSINESS:

- a. 2023 Preliminary Budget and Levy: Finance Officer Stephanie Mann presented an update to the 2023 Budget and Levy work presented at the August 22 meeting. Mann reported that the bottom line for the 2023 budget rose to around \$25,000. The increase is due to adjustment in costs to be paid for the Auditorium HVAC project and charges that will come due before the end of the year. Mann reported that Information Technology costs next year are not yet determined and will have an impact on the budget. Mann asked the Council for guidance on a preliminary increase to set at the next City Council meeting and will prepare numbers for a preliminary increase of 8%.

#### NEW BUSINESS:

- a. Hot Air Balloon Display at Veterans Park: Clerk/Administrator Dickson presented a request for a Hot Air Balloon display at Veteran's park on October 22<sup>nd</sup>. The display would take the place of the annual hot air balloon rally and run from 5-8PM. Motion made by Member Klug to approve the Hot Air Balloon Display at Veteran's Park on October 22<sup>nd</sup>, 2022. Motion seconded by Member Rykhus. Motion passed 5-0, motion carried.
- b. Professional Service Agreement – Information Technology: Clerk/Administrator Dickson reported that the City will lose its IT contractor at the end of September. With the short notice, staff has been soliciting quotes for a low-cost network management firm to provide IT services until the City can complete a formal Request for Proposals in time to budget the service for 2024. Dickson reported that solicited quotes came in much higher than anticipated, and that staff learned that some hardware owned by the City was nearing the end of its lifespan. Dickson reported that staff had some upcoming meetings with firms and will try to bring a more affordable quote at the next meeting. No action taken.
- c. Individual Assessment Policy: Clerk/Administrator Dickson presented a draft Individual Assessment Policy. Dickson introduced the policy at the August 22 meeting after a request for an assessment for sewer repairs. Dickson presented the policy as an amendment to the Assessment Policy adopted in May. The proposed policy includes processes and parameters for individual assessments including a limitation on work performed, a dollar limit for repairs, an annual cap on assessments granted in a given year, and a limit to assessments per property. Dickson stated that the limitations were proposed from other procedures in use by Minnesota cities. Member Klug asked if there would be a set interest rate and suggested that the policy include an interest rate over prime. Dickson will finalize the policy and bring it for approval on September 26<sup>th</sup>. No action taken.
- d. Overtime Report: The City Council reviewed the Overtime Report for pay period August 8<sup>th</sup> through 21<sup>st</sup> and August 22<sup>nd</sup> through September 4<sup>th</sup>. No action taken.

#### ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for Monday, September 26, 2022, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Klug, seconded by Member Fitzpatrick. All members present voted in favor of the motion, and the motion was declared carried to adjourn at 6:52 p.m.

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DeWayne "Tank" Schroeder  
Mayor

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Jake Dickson  
Clerk/Administrator