

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
September 25, 2023

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 Amanda Ninneman, Member Ryan Stenzel, Member David Fitzpatrick and Member Robert “Bob” Klug City staff present: Jake Dickson, City Clerk/Administrator and Stephanie Mann, Finance Officer.

APPROVAL OF MINUTES: Member Stenzel moved to approve the minutes from the September 11, 2023 Regular City Council Meeting. Motion seconded by Member Ninneman, motion passed 4-0. Motion carried.

CONSENT AGENDA: Member Klug moved to approve the consent agenda. Member Stenzel 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 Regular Payments and Disbursements
- b. Approve Sign Permit at 115 State 44
- c. Approve resolution 2023-12 Certifying Assessment of Unpaid Bills

PUBLIC COMMENT: None.

PUBLIC WORKS/ZONING DIRECTOR: None.

CITY CLERK/ADMINISTRATOR: City Clerk/Administrator Dickson updated the City Council on Wastewater Plant and Street projects, the Rural Entrepreneurial Venture Program, and general matters.

NEW BUSINESS:

- a. Set Preliminary 2024 Levy Resolution 2023-13: Finance Officer Stephanie Mann reintroduced the proposed 2024 Preliminary General Fund Budget and Levy, set at \$1,248,123, an 8.9% increase from 2023. Mann stated she made adjustments to the budget from the last meeting and included updated numbers in regards to expected Public Safety Aid payments. Motion by Member Klug to Approve Resolution 2023-13, motion seconded by Member Fitzpatrick. Motion passed 5-0, motion carried. The annual Truth in Taxation Meeting was set for December 11, 2023.
- b. Civic Quote: City Clerk/Administrator Dickson introduced a quote from Civic Systems for an update to the city’s Payroll and General Ledger Software at a quoted price of \$20,600. Member Stenzel asked about the annual service fee increase. Staff will work to calculate the exact annual fee increase. Motion by Mayor Schroeder to accept the quote from Civic Systems, seconded by Member Klug. Motion passed 5-0, motion carried.

- c. CLOSED SESSION – In accordance with MN §13D.05 the City Council may hold a closed meeting to set the asking price for City owned property: Motion made by Member Stenzel to close the regular City Council meeting and enter into closed session at 6:45PM. Motion seconded by Member Fitzpatrick. Motion passed 5-0, motion carried. The City Council held a closed session and took no action. Motion to reopen the regular City Council meeting made by Member Klug at 7:08PM. Motion seconded by Member Fitzpatrick. Motion passed 5-0, motion carried. The City Council directed staff to attain an appraisal of City owned property.
- d. Request for Proposals – City Owned Property: City Clerk/Administrator Dickson introduced an RFP for the sale of City owned property located downtown. The City Council directed staff to reintroduce the RFP after an appraisal is performed.
- e. Overtime Report: The City Council reviewed the Overtime Report for pay period September 4th through 17th. No action taken.

ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for Monday, October 9, 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 7:10p.m.

DeWayne “Tank” Schroeder
Mayor

Jake Dickson
Clerk/Administrator