

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
July 28, 2025

CALL TO ORDER: Following due call and notice thereof, Mayor Jeremy Leis called the meeting to order at 6:00p.m. in the City Hall Council Chambers.

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

ROLL CALL: Council members present: Mayor Jeremy Leis, Member John Rauk, Member David Fitzpatrick, and Member Bob Klug. Members absent: Member Amanda Ninneman. Staff present: Jake Dickson, City Clerk/Administrator, Casey Klug, Public Works/Zoning Director, Stephanie Mann, Finance Officer. Visitors present: Bryan Spier, Tracey Knutson, Pete and Jack Gengler, *Sno-Pac Foods*, Charlene Corson Selbee, *Fillmore County Journal*, Kim Nielsen, *Caledonia Argus*.

APPROVAL OF MINUTES: Member Klug moved to approve the minutes from the July 14, 2025, regular City Council meeting with corrections. Motion seconded by Member Rauk, motion passed unanimously, motion carried.

CONSENT AGENDA: Mayor Leis moved the Public Works/Zoning Director Step Increase to Item E on the regular agenda. Member Klug moved to approve the consent agenda. Member Fitzpatrick seconded the motion. Four members 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 hire of Sydney Holland as Part Time Liquor Store Clerk
- c. Approve hire of Evie Giesler as EMT
- d. Approve Crossing Guard Agreement with ISD299
- e. Approve Anniversary Step Increase for Police Chief Kurt Zehnder

PUBLIC COMMENT: None.

PUBLIC WORKS/ZONING DIRECTOR: Public Works/Zoning Director Casey Klug updated the City Council on upcoming pavement patching, MNDOT projects, Parks & Recreation projects, the wastewater treatment plant, and upcoming encroachment agreement expirations.

CITY CLERK/ADMINISTRATOR: City Clerk/Administrator Dickson updated the City Council on upcoming meetings and general City matters, as well as National Night Out on August 5th.

NEW BUSINESS:

- a. Land Use Application at 521 Enterprise Drive: Public Works/Zoning Director introduced a land use application from Sno-Pac Foods for a new 30,000 square foot freezer warehouse at their facility. Klug stated that the project would include

extension of 10" City watermain to the project which would then be dedicated to the City. Klug stated that it is typical for the City to furnish fire hydrants when a main is extended. Klug stated that the proposed use meets all setback and height requirements, and that a new utility easement needs to be granted. Member Klug asked about roof drainage, Director Klug stated that the plan includes a storm water collection system and storm pond. Motion made by Member Fitzpatrick, seconded by Member Klug to approve the Land Use Application at 521 Enterprise Drive.

- b. Phone Stipend: City Clerk/Administrator Dickson reported that some City employees receive phone stipends for use of their personal phones for work and that recently more software and office applications require cell phone use. Dickson stated that the entire Clerk's Office staff are required to use their phones for authentication. Motion made by Member Klug, seconded by Member Fitzpatrick to approve \$25 per month phone stipends for Clerk's Office staff. Four members voted for the motion and the motion passed.
- c. Quarterly Financials: Finance Officer Stephanie Mann reported financials through June 30th. Mann reported that all department budgets were on track for the halfway point of the year and are at about 50% of their expenditure budget. Mann reported total cash and investments of \$8,016,799.43
- d. Overtime Reports: Pay Periods July 7th through 20th: The City Council reviewed the overtime reports and took no action.
- e. Public Works/Zoning Director Step Increase: City Clerk/Administrator Dickson introduced the annual step increase for Casey Klug, Public Works/Zoning Director. The Personnel Committee agreed that Klug was eligible for a 2 step increase due to increased workload and above average performance. Motion by Member Klug, seconded by Member Rauk, to approve Grade 7, Step 11 for Public Works/Zoning Director Klug. Four members voted for the motion and the motion passed.

OLD BUSINESS:

- a. None.

ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for Monday, August 11 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council Mayor Leis adjourned the City Council Meeting at 6:42PM

Jeremy Leis
Mayor

Jake Dickson
Clerk/Administrator