

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
September 26, 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 Brad Ryhkus. Members Absent: David Fitzpatrick. City staff present: Jake Dickson, City Clerk/Administrator, Stephanie Mann, Finance Officer, Casey Klug, Public Works/Zoning Director. Visitor(s) present: Carol Hood, BJ Augedhal; Charlene Selbee, *Fillmore County Journal*;

APPROVAL OF MINUTES: Member Ryhkus moved to approve the minutes from the September 12, 2022 Regular City Council Meeting. Motion seconded by Member Ninneman, motion passed 4-0. Motion carried.

CONSENT AGENDA: Member Ninneman 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 Resolution 2022-18 granting a Joint Powers Agreement with the City of Caledonia and Bureau of Criminal Apprehension for Prosecution Authority
- b. Approve Pay Request #8 from Wapasha Construction for work performed on the Wastewater Treatment Plant in the amount of \$577,938.56
- c. Approve Sign Permit at 513 Pine St S
- d. Approve Zoning Permit for a Deck at 137 E Main

PUBLIC COMMENT: None.

PUBLIC HEARING – Setback Variance at 505 Old Highway Drive

Member Ninneman moved to open the public hearing at 6:03PM. Motion seconded by Member Ryhkus, motion passed 4-0. Motion carried. Public Works/Zoning Director Klug presented a request for a setback variance in order to construct a 40x50 foot addition to an existing building. Director Klug reported that the variance was necessary because there were no other suitable places on the parcel to construct the addition because of lot lines, utilities, and easements. Klug stated that the City received no feedback on the request and that the City owns the most neighboring property and has no issue with the variance. Motion to approve a Setback Variance at 505 Old Highway Drive by Member Klug, seconded by Member Ryhkus. Motion passed 4-0, motion carried. Motion to close the Public Hearing and reopen the Regular Meeting by Member Ryhkus, seconded by Member Klug. Motion passed 4-0, motion carried.

PUBLIC WORKS/ZONING DIRECTOR: Public Works/Zoning Director Casey Klug updated the City Council on progress made at Well No. 8, Wastewater Treatment Facility, North Park, Municipal Auditorium and Fire Barn, and the crack sealing projects around town.

CITY CLERK/ADMINISTRATOR

a. Updates

- i. City Clerk/Administrator Dickson updated the City Council on the following items: Houston County Comprehensive Land Use Plan Update Bus Tour hosted by TKDA, the new electronic City Newsletter, the advertisement for bids for the sale of Tower 50, work on recreational grants, a Loss Control Visit conducted by the League of Minnesota Cities, Early Voting, and the EDA Business Surveys.

OLD BUSINESS:

- a. 2023 Preliminary Budget and Levy: Finance Officer Stephanie Mann presented the 2023 Preliminary Budget and Levy. The proposed budget and levy is in line with discussions at prior Council meetings including capital projects and is set at an 8% increase over last year for a dollar increase of \$84,898 or \$402.57 per capita for a total levy of \$1,146,118. Mann stated that she had time to make multiple adjustments to leave a bottom line of around \$26,000 in unallocated funds for 2023. Mann stated that, once set, the 8% increase will be adopted in December and can be adjusted downward but cannot increase. Motion made by Member Ninneman to Approve Resolution 2022-19 Adopting the Proposed Levy for Taxes Payable in 2023. Motion seconded by Member Rykhus. Motion passed 4-0, motion carried.
- b. Professional Services Agreement – Information Technology: Clerk/Administrator Dickson presented a proposal for Managed Network Services from Solution Builders Inc of Bloomington, MN. Dickson stated that staff is happy and confident with the proposal and believes that Solution Builders will meet the City's needs for basic IT services as well as identifying deficiencies that were already identified when the need for a new contractor arose. Dickson stated that the proposal came in around \$27,000 and that the 2023 proposed budget includes around \$3,000 for service outside the scope of the proposal. Member Klug asked which other cities use Solution Builders, Finance Officer Mann stated St. Charles, MN recommended the firm. Member Klug inquired into the impact IT had on the 2022 budget, Finance Officer Mann stated that the pay structure for the new firm is different than the procedure to pay for the prior firm. Motion by Member Klug to Approve the Proposal from Solution Builders, seconded by Member Ninneman. Motion passed 4-0, motion carried.
- c. Individual Assessment Policy: Clerk/Administrator Dickson introduced the updated Individual Assessment Policy with the same parameters as discussed at the September 12th meeting with the addition of an interest rate 1% over prime for future Individual Special Assessments for repairs made to private water and sewer utilities. The policy would amend the existing Assessment Policy and guide future decisions on assessment petitions. Motion made by Member Klug to Approve the Individual Special Assessment Policy, seconded by Member Rykhus. Motion passed 4-0, motion carried.

NEW BUSINESS:

- a. Financial Reports: Finance Officer Mann presented monthly financials for August, 2022. No action was taken.
- b. Pickleball Court Maintenance: Public Works/Zoning Director Casey Klug reported to the Council that a group from Caledonia had offered to supply volunteer labor and materials to maintain the pickleball/tennis courts owned by the City. Motion made by Member Klug to Accept Volunteer Labor and Materials to Maintain the Pickleball

and Tennis Court, seconded by Member Ninneman. Motion passed 4-0, motion carried.

- c. 2023 Squad Car Order: Clerk/Administrator Dickson reported that staff was made aware that the window to order the new squad car included in the 2023 budget would close on September 26 and reported that the quote received was approximately \$47,000 before discounts and trade-in value. Dickson reported that the quote was in line with the budget and expected around a 10% deduction after discounts, and that planned purchases to outfit the squad car are in line with the approved preliminary budget. Dickson stated that the delivery time is still estimated June of 2023. Motion made by Member Ninneman to Approve the Squad Car Order for the Police Department, seconded by Member Rykhus. Motion passed 4-0, motion carried.
- d. Overtime Report: The City Council reviewed the Overtime Report for the September 5th through September 18th Pay Period. No action was taken.

ANNOUNCEMENTS:

- a. The next regular Council meeting was scheduled for Monday, October 10, 2022, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Rykhus, seconded by Member Ninneman. All members present voted in favor of the motion, and the motion was declared carried to adjourn at 7:09 p.m.

DeWayne "Tank" Schroeder
Mayor

Jake Dickson
Clerk/Administrator