

ELYSIAN CITY COUNCIL
REGULAR COUNCIL MEETING
JANUARY 10, 2011 - 6:00 P.M.

The Elysian City Council met in regular session on Monday January 10, 2011, at City Hall at 6:00 p.m.

Members present were: Mayor David Rager; council members Roger Hanson, Mary Opsahl, Clinton Stoen, Edna Thayer, Clerk Administrator Patricia Nusbaum, Deputy Clerk Lorri Kopischke, Public Works Director John Roessler, and City Attorney Jason Moran, (arrived later in the meeting, due to weather).

Meeting was opened with pledge to the Flag.

On motion by Hanson, seconded by Opsahl, all voting in favor, to approve the minutes of December 13, 2010 and December 28, 2010 as presented.

Mayor Rager then proceeded to give the oath of office to incoming council member Brian Ziemer and incoming mayor Kathleen Anttila with both respectively answering.

At this point in the meeting Mayor Kathleen Anttila and council member Brian Ziemer took their respective chairs at the council table.

Mayor Anttila thanked Roger Hanson and David Rager for their service on the council, also congratulated Pat Nusbaum on her 40th. anniversary of service as an employee of the City of Elysian.

On motion by Stoen, seconded by Ziemer, all voting in favor, to approve the agenda with the following addition:

1. Council member Stoen-handout *Mayor Handbook* and discuss at the next meeting.

Council member Thayer offered comment on discontinuing the Planning and Zoning Commission's regular monthly meeting fee of \$50.00. She stated that the personnel, park, budget and finance are not paid, members volunteer. EDA was under a separate rule. Discussion from council members included the duties of the P&Z, needing input from P&Z, other cities such as Faribault were not paid, not the P&Z's decision, it is the council's decision as to whether P&Z are paid. On motion by Thayer, seconded by Stoen, all voting in favor, council approved the discontinuing of Planning and Zoning Commission members monthly meeting fee in the amount of \$50.00 for 2011.

Discussion was held on the setting of date and time for the regular city council meeting. On motion by Thayer, seconded by Stoen, all voting in favor to set the second Monday of each month for the regular monthly meeting of the council with starting time at 6:00 p.m.

Council member Stoen handed out a copy to the mayor and council members the *League of MN Cities Mayor Handbook* for discussion at the next meeting.

Mayor Anttila asked that the designations be approved in block. On motion by Ziemer, seconded by Thayer, to approve the following designations for 2011.

Mayor Pro Tem	Mary Opsahl
Official Depository	Elysian Bank & Northland Securities
Official Publication	Elysian Enterprise
City Attorney	Christian Keogh Moran & King Law Firm, Jason Moran
Civil / Criminal Attorney	Mike Keogh
City Engineer	Jones, Haugh, & Smith, Inc. Engineering, John Schulte V

Planning & Zoning

Council member Edna Thayer, 1 yr. term
Ralph Dyer, 3 yr. term
Tom Springmeyer, 3 yr. term

EDA

Mayor Katy Anttila, 1 yr. term
Council member Brian Ziemer, 1 yr. term
Steve Ritchison, 6 yr. term

WEM Community Education Advisory Board

Council member Mary Opsahl, 1 yr. term

Park Committee

Council member Clint Stoen, 1 yr. term
Council member Mary Opsahl, 1 yr. term
Scott Dorenkemper, 1 yr. term
_____, 1 yr. term (Mayor asked that the right be reserved to bring an appointment at a later date.)

Personnel Committee:

Council member Edna Thayer, 1 yr. term
Council member Brian Ziemer, 1 yr. term
Tess Koster, 1 yr. term
Wendell Bolstad, 1 yr. term

Budget & Finance Committee:

Mayor Katy Anttila, 1 yr. term
_____, 1 yr. term (Council member Stoen, by request, asked to have name removed from appointment. Mayor Anttila asked that the right be reserved to bring an appointment at a later date.)
Wayne Unke, 1 yr. term
Jason Moran, 1 yr. term
John Stephanie, 1 yr. term
Patricia Nusbaum, 1 yr.

Fire Relief Association

Mayor Katy Anttila
Council member Clinton Stoen (Council member Mary Opsahl, asked to have her name removed from appointment. Council member Stoen asked that he be appointed.)

Approval of Fire Chief and Assistants

Jason James, Chief
Mark Muellerleile, First Assistant
Eric Muellerleile, Second Assistant

On motion by Ziemer, seconded by Thayer, to amend the original motion to remove council member Opsahl as a designee from the Fire Relief Committee and to place council member Stoen on Fire Relief Committee, and to remove designee council member Stoen from the Budget and Finance Committee at their requests. All members voting in favor. Motion declared carried.

The following resolution was presented by Mayor Anttila and seconded by council member Thayer:

**CITY OF ELYSIAN
ELYSIAN, MINNESOTA
RESOLUTION 366/10
RESOLUTION ACKNOWLEDGING A DONATION FROM JOHN MILBRATH**

WHEREAS, the City of Elysian has received a donation in the amount of \$25.00 from John Milbrath, Elysian's July 4th Celebration, 2010 Grand Marshall, and has designated this donation be given to the City of Elysian for an undesignated purpose.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELYSIAN, MINNESOTA THAT: the City Council of the City of Elysian acknowledges and accepts the donation from John Milbrath.

BE IT FURTHER RESOLVED THAT: The Elysian City Council expresses its thanks and appreciation for the donation.

Council Members voting in the affirmative: Anttila, Thayer, Opsahl, Stoen, Ziemer

Council Members voting in the negative: None.

Adopted by the City Council of the City of Elysian this 10th. day of January, 2011

ATTEST:

Patricia Nusbaum, Clerk Administrator

Kathleen Anttila, Mayor

Procedural items were discussed. Purchase requisition policy, employee performance reviews, wage reviews, council agenda distributed by 4:30 p.m. on Thursday of the week preceding the regular meeting, staff attendance at council meetings, minutes from all city meetings be included in council packets and placed on web site, council, P&Z, EDA, Budget and Finance, Personnel, Park.

On motion by Thayer, seconded by Opsahl, all voting in favor, to refer the purchase requisition policy to the Budget and Finance Committee, and start with a \$1,000 amount to be considered for purchases on capital improvement before getting council approval with more clarification being made by the Budget and Finance Committee.

Mayor Anttila asked that wages for the employees are established annually based on budgetary reasons. She indicated that she would like to have the wages be tied to the wage review and be considered as part of the budget process with employee reviews being held in September of each year. Anttila indicated that in the 2011 budget there is an amount of 1.25% included for wage increase consideration for the second one half of 2011. She requested that after employee reviews in September, the consideration of a wage increase be applied to the 2012 budget. After discussion, on motion by Thayer, seconded by Ziemer, all voting in favor, wages will be tied to reviews and to the budget process with the 1.25% being left in the 2011 budget, but based on the budget and reviews the application of a wage increase would not be until the 2012 budget.

Consensus of the council was to have agenda packets out by 4:30 p.m. to the council on the Thursday prior to the regular meeting.

Discussion was held as to whether Deputy Clerk Lorri Kopischke's attendance would continue to be required to be at council meetings. Consensus of the council was that she would continue to attend, using flex time instead of over time.

Consensus was to place on the website the agenda and the minutes of the meetings prior to approval by the council.

Discussion was held on the request of Mayor Anttila for a key to City Hall. On motion by Thayer, seconded by Ziemer, to approve a key for the mayor to City Hall. Voting Yes: Thayer, Ziemer, Anttila. Voting No: Opshal, Stoen. Motion declared carried.

Discussion was held on employee time sheets. Mayor wants to use less paper. Staff stated that we need to continue what we are doing in order to refer back to certain situations in time of a need for clarity. Discussion on amount paid for mileage for city purposes. On motion by Thayer, seconded by Stoen, all voting in favor, to have the Personnel Committee review the time sheets and mileage matters, along with the setting of the time when mileage shall be reported to the office for reimbursement, and report at the next regular council meeting.

Discussion was held on employee overtime. Since nothing is appropriated in the budget for overtime, and with the public works employees dealing with snow removal and accumulating over time, a motion was made by Thayer, seconded by Stoen, all voting in favor, to refer to the Budget and Finance Committee to make a recommendation to the council as to coming up with an amount to be used for snow and ice overtime by amending the budget or to proceed as is for now.

Discussion was held on the [city] fee schedule. The newly passed storm water fee of \$1.00 per month to be placed on the water bills was discussed. Mayor Anttila stated that it would be more fair to place a levy on the taxes versus a fee on the water billings. This would be a deductible item since it would be included in the real estate taxes.

On motion by Anttila, seconded by Thayer, all voting in favor, to approve an amendment to the fee schedule to set the animal licenses and soft drink license at \$3.00 per year.

On motion by Anttila, seconded by Ziemer, all voting in favor, to amend the fee schedule eliminating the \$1.00 storm sewer fee. Fee Schedule will be placed on the web site, www.elysianmn.com, or stop in at city hall and pick up a copy.

Fire Chief Jason James was present to update the council on the recent purchase of the Jaws of Life for fire department rescue. The equipment presently used by the fire department was very outdated. He also invited the public to a CPR and AED training to be held on March 8th at the Fire Hall, starting at 6:30 p.m. A free will offering will be accepted.

Mayor Anttila noted some personal goals involving the fire department:

1. New agreement with three townships
2. Fire Fighters pension benefits - do a comparison study as to what other departments set as pension benefits; to figure out the appropriate amount for the Elysian Fire Department.

John Roessler, Public Works Supervisor Report

1. Consideration of a needed cell phone for maintenance worker for communication with employees. Phone to be left at shop and used only when necessary. More discussion will be held at the next meeting.
2. Discussion on those citizens leaving garbage bins sitting by the street as a permanent position. When snow plow cannot get up to the curb due to the bin protruding into the street, and therefore some residents are not receiving mail due to snow not removed next to the curb.
3. Consider updating the ice and snow ordinance regarding the keeping of vehicles off Main Street during a snow event which reads between the hours of 2:00 a.m. and 6:00 a.m. John's request was to extend the hours from 2:00 a.m. to 8:00 a.m. Another issue is the vehicles that are parked on the

streets and how to contend with them. On motion by Stoen, seconded by Ziemer, all voting in favor, Attorney Moran was authorized to review ordinance and make recommendation at the next meeting.

Administrator Update:

1. Regarding an article in the Elysian Enterprise on water and sewer rates and the statement that due to a public works employee taking part time the charges of water and sewer were reduced. To clarify, the increase in revenue from the contract with Verizon for antennas on the water tower will be bringing in more than \$15,000; with bond payment principals decreasing in the amount of \$10,000 and therefore interest decreasing, the tower repair of \$32,000 will be taken from savings thus not coming out of the water operating account, is all part of the utility billings being lowered not the sole matter of the employee going part time.
2. After the Arizona incident, would urge the council to consider a plan for a safe meeting and work place.
3. Regarding the local bank robbery, which was not a good thing, but it did bring notice to the city. When national news did their story it was done in the evening, and the holiday decorations on Main Street made our Main Street look very enticing. Since then, several calls and e-mails have come to City Hall regarding some very positive inquiries on Elysian and what it offers.
4. Encouraged the new council members to attend the League of MN Cities workshop for newly elected officials.

Mayor Anttila presented a goal for the EDA for the new year: Building Stimulus. She explained that to inspire housing in the community, her suggestion was to give an incentive to a person who bought a lot and built a house and have it completed by December 31, 2011, and then they would receive something back or discount for the effort.

Mayor Anttila presented goals for Planning and Zoning: boulevard ordinance, building stimulus, street assessment policy, land use policy, and Personnel Committee goals: public works contract. human resources plan, organizational chart that addresses the cities current and projected staffing needs.

Budget and Finance Proposal to shut off six street lights in undeveloped areas – Wayne Unke. Unke requested that the six lights be turned off until a time that they are needed. The lights are located in the Roemhildt #3 Addition. On motion by Thayer, seconded by Opsahl, to authorize MN Valley Electric to turn off six lights in the Roemhildt #3 Addition.

Mayor Anttila's Park Committee goals include a 5 year plan (Lake Francis, Tustin & Roemhildt's Addition) Other Park Committee items for consideration:

1. New restrooms
2. Baseball field
3. Frisbee golf
4. Wild flowers

Other considerations are to place pictures of council [members] on a Wall of Fame in City Hall.

On motion by Stoen, seconded by Thayer, all voting in favor, bills, payroll, and transfers in the amount of \$124,294.39 were approved.

Visitors Comments:

1. Roger Hanson – 309 Third Street NW-Congratulated the new members of the council and knows that they will do a good job for the city. Urged the newly elected members to attend the League conference. It is very worthwhile and you will learn a lot.
2. Wayne Unke – 124 Willow Point Drive – Has been a very enjoyable 2 years, attended all the meetings, knew little about the city, learned a lot, and tonight got an education.
3. Jason James – Fire Chief – Updated the council on the donation by Ploog Electric and Mike Muellerleile for work at the fire hall. Tim Bengtson and Tom Laska volunteered their time and removed all of the snow around all of the fire hydrants. It saved the city a ton of money.

On motion by Stoen, seconded by Ziemer, all voting in favor, meeting adjourned at 9:08 p.m.

Attest:

Patricia Nusbaum, Clerk Administrator

Kathleen Anttila, Mayor