

**ELYSIAN CITY COUNCIL  
REGULAR MEETING  
FEBRUARY 8, 2016**

The Elysian City Council met in regular session on Monday, February 8, 2016 at City Hall at 6:00 pm.

Roll Call: Mayor Clinton Stoen; Councilmembers Robert Houlihan, Mary Opsahl, Dennis Schnoor, City Administrator Lorri Kopischke, Public Works Director Ron Greenwald, and City Attorney Jason Moran. Absent: Councilmember Tom McBroom.

On motion by Schnoor, seconded by Opsahl, all voting in favor, the minutes of the January 11, 2016 Regular Meeting were approved as presented.

On motion by Stoen, seconded by Houlihan, all voting in favor, the agenda of the January 11, 2016 meeting was approved with the following addition:

1. Commissioner Steve Rohlfing.

Public Comment: None.

County Commissioner Steve Rohlfing updated the council on happenings around LeSueur County. The county is considering a joint power with Nicollet and Blue Earth Counties to supply rural transit. He asked the council to provide input on their vision of rural transit in the area by March 1. The Commissioners are also working on redetermination of ditches in the county to enhance better water quality to the lake systems. The County also has funding available for the aquatic invasive species. Rohlfing noted there have been a lot of bad accidents and advised caution while traveling. Lastly he distributed pamphlets advertising all cities within LeSueur County.

Chris Cavett, SEH Engineering, presented the proposed schedule for the 2016 Street and Utility Improvement Project. Advertisement of bids will be March 3, 10 and 17. Council will declare cost to be assessed, order preparation of the assessment roll and call for the hearing on proposed assessments March 14. Bids will be opened April 1 and there will be a neighborhood open house April 7. Council will receive bids, hold assessment hearing, adopt assessments, and consider award of bids April 11 and construction will commence in May.

Cavett noted there are a couple of issues pending. There is a vacant parcel on Main Street and 5<sup>th</sup> Street NW that is not served by sanitary sewer. Cavett is working with the owner on including that in the project. Cavett will also be meeting with Woodbine Townhome Association to explain the filtration basin that will be constructed in the public right-of-way on Fourth Street NW.

With that noted, Cavett and SEH Engineering are recommending approval of Resolution #502/16 and #503/16.

Mayor Stoen introduced the resolution and was seconded by Councilmember Houlihan.

**CITY OF ELYSIAN  
ELYSIAN, MINNESOTA**

**RESOLUTION 502-16  
APPROVING PLANS AND SPECIFICATIONS AND  
ORDERING ADVERTISEMENT FOR BIDS  
2016 STREET AND UTILITY IMPROVEMENT PROJECT**

**WHEREAS**, pursuant to a resolution passed by the council on December 14, 2015, the consulting engineer retained for the purpose, has prepared plans and specifications for the construction of the **2016 Street and Utility Improvement Project**, and has presented such plans and specifications to the council for approval;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELYSIAN, MINNESOTA:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, and shall state that bids will be received by the City Administrator until 10:00 a.m. on Friday, April 1, 2016, at which time they will be publicly opened in the council chambers of the Elysian City Hall by the City Administrator and engineer, will then be tabulated, and will be considered by the council at 6:00 p.m. on Monday, April 11, 2016, in the council chambers of the Elysian City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cashier's check, bid bond, or certified check payable to the clerk for 5 percent of the amount of such bid

Upon vote being taken:

Council Members voting in the affirmative: Houlihan, Opsahl, Schnoor and Stoen.

Council Members voting in the negative: None.

Adopted by the City Council of the City of Elysian this 8th day of February, 2016.

Approved:

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Clinton Stoen, Mayor

Attested:

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Lorri Kopischke, City Administrator

Stoen introduced the resolution and was seconded by Councilmember Houlihan.

**CITY OF ELYSIAN  
ELYSIAN, MINNESOTA**

**RESOLUTION 503/16  
RESTRICTING PARKING ON FIFTH STREET NW, SAP 040-650-002  
2016 STREET AND UTILITY IMPROVEMENT PROJECT**

**WHEREAS**, the City of Elysian and Le Sueur County have planned the improvement of Fifth Street NW, (CSAH 50) from TH 60 to Main Street (CSAH 50) in the City of Elysian, Minnesota; and

**WHEREAS**, Fifth Street NW, from TH 60 to Main Street is designated as County State Aid Highway, Route 50 / SAP 040-650-002; and

**WHEREAS**, Le Sueur County will be expending County State Aid Highway Funds on the improvements of this Street; and

**WHEREAS**, this improvement, in locations as shown on the construction plan, does not provide adequate width for parking on both sides of the street; and MnDOT plan approval of the proposed construction as a County State Aid Highway project must therefore be conditioned upon certain parking restrictions.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Elysian that parking of motor vehicles shall be banned on the east side of Fifth Street NW (CSAH 50) from TH 60 to Main Street (CSAH 50), and on the west side of Fifth Street NW (CSAH 50) from TH 60 to 150 feet north of TH 60, according to the final approved construction plans, at all times.

Upon vote being taken:

Council Members voting in the affirmative: Houlihan, Opsahl, Schnoor, Stoen.

Council Members voting in the negative: None.

Adopted by the City Council of the City of Elysian this 8th day of February, 2016.

Approved:

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Clinton Stoen, Mayor

Attested:

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Lorri Kopischke, City Administrator

Chris Knutson, Engineer, SEH Engineering, presented a memorandum outlining stormwater management and treatment for Phase B of the City Capital Improvement Plan. This study is focused on stormwater treatment for the Lake Francis watershed east of Fourth Street NW, west of County Road 11 and north of Main Street West. This report is being presented now as there may be funding

opportunities for low interest loans or grants. One possible source is the MN Clean Water Fund and the first step in making application is to be placed on the Project Priority List.

One option for stormwater management and treatment in this watershed would be construction of an infiltration basin. One location identified for this basin is the lot located next to the baseball field, north of Frank Avenue NW between Second Street NW and First Street N. There are not many other opportunities to locate a basin within this watershed. The City would need to acquire the property if construction of this basin was pursued.

Knutson and SEH Engineering are recommending that the City Council accept the CIP – Phase B and authorize SEH to submit this project to the Project Priority List. The deadline for application to the PPL is March 4, 2016. This would get the project in the queue for the 2017 project cycle which runs from July 2016 to June 2017. If the project is not completed within that timeframe, it can be resubmitted to remain in the queue. This will not place the city under any obligation to construct the basin.

On motion by Opsahl, seconded by Houlihan, all voting in favor, to accept the CIP - Phase B Stormwater Treatment Memorandum and authorize SEH Engineering to submit this project to the Project Priority List.

Pat Nusbaum, Elysian Area Library and Heritage Center, reported that the letter from the City of Elysian regarding potential funding to help maintain librarian staffing at a minimum of 32 hours per week in 2017 has been presented to the Waseca/LeSueur Library System Board. The hope was that the Board would allow the Elysian Library to use volunteers through the end of 2016. However, the Library System Board has decided against this and the deadline for use of volunteers to staff the library is May 11, 2016. The approximate cost to bridge the gap and provide for a librarian 32 hours per week for the remaining 7.5 months of 2016 is \$4,000. The Elysian Library Board is requesting the City provide funding for the remainder of the 2016 year.

Schnoor asked how long the Elysian Library can continue to operate on the funds they have. Nusbaum reported that the Library does have funds to pay the debt, lights and heat but does not have the money to fund the hours of the librarian after the May 11 deadline.

Council directed staff to look at the budget and see if funds could be made available to fund the librarian to sustain the 32 hours and at what point in the 2016 city cash flow the funds would be available. This will be discussed again at the March 14, 2016 Council Meeting.

Report Public Works: Ron Greenwald, Director

Greenwald reported he had obtained an estimate to install an outside light on the flag on Main Street and County Road 11 in front of Tuckers Tavern. This would provide electric service to the outside of the building, to the retaining wall, and then up the pole. As the work cannot be completed until spring, Council directed Greenwald to obtain at least one more estimate and present again at the March 14, 2016 City Council Meeting.

Greenwald presented an estimate from Minnesota Pump Works for installation of a dialer with enclosure at Lift Station #1. This is the lift station at the park, closest to the water. Lift Station B which is located in Roemhildt's Addition also has a dial up system and this quote would include putting that dial up in service as well. Greenwald reported that this is the only company that is willing to install dial-up. Most other companies are going to wireless, would charge \$4,000 to \$8,000 and charge a monthly service fee.

Opsahl stated she would prefer to go with a more modernized system and do all the lift stations.

On motion by Stoen, seconded by Schnoor, all voting in favor, to approve Minnesota Pump Works in the amount of \$1,854.80 to install a dialer with enclosure at Lift Station 1 and also set up the existing dialer at Lift Station B.

There was Council consensus to begin the advertisement process for Public Works summer help position.

Schnoor thanked the Public Works Department for clearing the snow around the fire hydrants.

Councilmember Schnoor introduced the resolution and was seconded by Councilmember Houlihan.

**CITY OF ELYSIAN  
ELYSIAN, MINNESOTA**

**RESOLUTION 501/16  
RESOLUTION ACKNOWLEDGING A DONATION FROM  
SONIA ZIEMER**

**WHEREAS**, the City of Elysian has received a donation in the amount of \$200.00 from Sonia Ziemer to the Elysian Fire Department in the memory of former Councilmember Brian Ziemer;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELYSIAN, MINNESOTA THAT:** the City Council of the City of Elysian acknowledges and accepts a donation in the amount of \$200.00 from Sonia Ziemer to the Elysian Fire Department in the memory of former Councilmember Brian Ziemer.

Upon vote being taken:

Councilmembers voting in the affirmative: Houlihan, Opsahl, Schnoor, Stoen.

Councilmembers voting in the negative: None.

Adopted by the City Council of the City of Elysian this 8<sup>th</sup> day of February, 2016.

Approved:

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Clinton Stoen, Mayor

Attested:

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Lorri Kopischke, City Administrator

The Lake Francis Lake Association has requested that the city facilitate the administration of the 2016 Watercraft Inspector. This will include processing the payroll and possibly arranging for advertisement of the position. The city is reimbursed for all costs but is not reimbursed for staff time. There was Council consensus to facilitate administration of the 2016 Watercraft Inspector.

A draft ordinance regulating the conduct of peddlers, solicitors, and transient merchants within the City of Elysian, Minnesota was presented. On motion by Stoen, seconded by Houlihan, all voting in favor, to schedule a public hearing to consider Ordinance No #81/15 - An Ordinance Regulating the Conduct of Peddlers, Solicitors, and Transient Merchants within the City of Elysian, Minnesota for Monday, March 14, 2016 at 6:00 pm.

The LeSueur County Elected Officials Association is working to publish a pamphlet advertising amenities of the cities in LeSueur County. They hope to have this published and distributed in May at no cost to the member cities.

The City is now 100% on the auto read meter system. Therefore, the cardboard billing cards with a meter reading card are no longer needed. Kopischke presented a new style utility billing form with a perforated bottom. Switching to this form will save the city approximately \$800 per year. On motion by Stoen, seconded by Schnoor, all voting in favor, to approve the new utility billing form as presented.

Kopischke presented a proposal for consideration of expenditures to move to paperless Council Meetings and city-issued email accounts. This will include seven (7) units – Samsung Galaxy Tab A-9.7” 16GB, screen protectors, and covers with stands. The cost for equipment is \$2,897.86. The set up for 5 council email accounts for one year and the set-up of the aforementioned equipment has been quoted at \$1,050. The total expenditure to be operational is \$3,947.86. There is \$4,000 budgeted for this process. This system will save the city money in paper, copier costs, and staff time. On motion by Opsahl, seconded by Houlihan, to purchase the Galaxy Tabs, screen protectors, and covers and move forward with the process to change to a paperless Council Meeting. Upon vote being taken: Affirmative: Houlihan, Opsahl, Stoen. Negative: Schnoor. Motion declared carried.

Kopischke presented a quote from Pantheon Computer Systems for suggested security upgrades to the City’s network system. On motion by Schnoor, seconded by Houlihan, all voting in favor, to approve the Quote from Pantheon for the Cisco 100 series switch in the amount of \$189.95 and the WatchGuard Firebox T10 in the amount of \$625.00.

Kopischke presented a request for a City credit card and approval of a Credit Card / Fuel Credit Card Use Policy. The credit card would be issued to the Administrator, Public Works Director and Fire Chief. Elysian Bank has provided an application for a VISA card. The city auditor is in favor of the City obtaining such a card. The City Attorney has reviewed the proposed policy. On motion by Stoen, seconded by Opsahl, all voting in favor, to approve the application for a city credit card to be issued to the Administrator, Public Works Director, and Fire Chief and of the proposed Credit Card / Fuel Credit Card Use Policy to regulate use of such cards.

On motion by Opsahl, seconded by Houlihan, all voting in favor, bills, payroll and transfers were approved in the amount of \$179,486.08.

Public Comment:

Pat Nusbaum, 104 Park Avenue NE, regarding the transportation issue that Commissioner Rohlfing had talked about I think it’s something maybe we should look at it a little bit. I am the President of the LeSueur County Housing Authority and I know that at those meetings we talk a lot about apartment units and so forth in the counties and the cities. Commissioner Rohlfing can you tell us who now does have transportation for our cities?

Rohlfing stated that LeSueur, St Peter and Montgomery have transportation that the County helps fund. The County envisions enhancing the services that are there. One option is to entertain Mankato as our regional hub. The DOT has a 40 bay building there. We envision a low scale model. Your dial a ride should cover all but 10-15% of the costs. There are only six or seven counties in Minnesota that do not have transit and we are three of them. I think it is a good idea and something we need to look at.

Nusbaum asked was the property being discussed for a storm water drainage area County Road 11 and Frank Avenue NW. Engineer Knutson stated it was Frank and Second Street NW. Nusbaum then suggested a taking of that property if the owner would not sell it.

Nusbaum stated that everything that was done tonight was really good in her opinion except that she did not know why you would go with dial up when we're moving ahead and many, many cities around here definitely have the wireless. And that's where they're heading, even small communities do. I think if you are just doing one, you should start out right and do it the more modern way. Thank you.

Commissioner Rohlfing stated that if the city is working on a watershed or a retaining pond please, I will give you my number. Get in touch with the county for gravel tax money. That will be a grant source for you. Go there and put your app in. I want us to be a part of it. Thank you.

On motion by Stoen, seconded by Schnoor, all voting in favor, to close the meeting to go to closed session to discuss the sale of city owned land on Main Street and Attorney Client Matter at 7:22 pm.

On motion by Stoen, seconded by Schnoor, all voting in favor to reopen the meeting at 7:40 pm.

During the closed portion of the meeting the conditions for the sale of the property on Main Street to Jeremy Henninger were discussed. Attorney Moran is authorized to work with Henninger.

On motion by Stoen, seconded by Houlihan, all voting in favor, meeting adjourned at 7:41 pm.

Approved:

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Clinton Stoen, Mayor

Attested:

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Lorri Kopischke, City Administrator