

**ELYSIAN CITY COUNCIL
REGULAR MEETING
FEBRUARY 13, 2023**

The Elysian City Council met in regular session on Monday, February 13, 2023 at City Hall at 6:00 pm.

Roll Call: Mayor Tom McBroom; Councilmembers Bobby Houlihan, Dennis Schnoor; City Administrator Lorri Kopischke; Public Works Director Ron Greenwald; City Attorney Jason Moran.
Absent: Councilmembers Bryan Suemnick and Derek Westby.

On motion by Schnoor, seconded by Houlihan, all voting in favor, to approve the minutes of the December 12, 2022 Special Workshop Meeting, December 12, 2022 Regular Meeting, December 20, 2022 Emergency Meeting, and December 28, 2022 Special Year End Meeting as presented.

On motion by McBroom, seconded by Houlihan, all voting in favor, to approve the agenda of the February 13, 2023 Regular Meeting with the following change/addition:

1. Move 15. City Attorney to 6a.
2. Add: 14l. Consideration of Managed Print Services

Le Sueur County Captain Bruce Collins reported things have been calm in the City. Beginning in February a new division is being added to the Sheriff's Office Department of Human Resources – Public Assistance Fraud. This was previously a privately ran service with no law enforcement power. There will now be a 40 hour per week investigative officer. The objective is to work with the financial application process and prevent the fraud before any funds go out. The County is pursuing grants to help fund this position. In filling that position, a deputy position opened up and the County has offered the position, and expects it to be filled, by its first female officer.

City Attorney Jason Moran reported that the deed transfer for the ballfield/tennis court area at the elementary school has been finalized.

Moran provided an update on the bills in the legislature now to legalize marijuana. He also commented on the bill that will require 12 weeks paid FMLA.

Public Comment: None.

On motion by Schnoor, seconded by Houlihan, all voting in favor, to approve the following designations as follows:

Regular Council meeting date and time: Second Monday of each month at 6:00 pm unless otherwise designated.

b. Appointments / Assignments:

- i. Mayor Pro Tem – Dennis Schnoor
- ii. Official Depository – Elysian Bank and Northland Securities
- iii. Official Publication – MN South Lake Region Life Enterprise
- iv. Legal Counsel – Jason Moran, Law Firm of Christian, Keogh, Moran & King – Criminal and Civil
- v. Auditor – Burkhardt & Burkhardt, Ltd
- vi. Authorize City Administrator or their designee to make electronic fund transfers.
- vii. Planning and Zoning

Member from Council – Tom McBroom – 1 year term

- Member from Public – Shelly Ims - 3 year term
- viii. EDA
 - Member from Council – Bobby Houlihan – 1 year term
 - Member from Council – Derek Westby – 1 year term
 - Member from Public – Steven Ritchison – 6 year term
 - Administrator – Lorri Kopischke – 1 year term
- ix. Park Committee
 - Member from Council – Tom McBroom - 1 year term
 - Member from Council – Bobby Houlihan - 1 year term
 - Member from Staff – Ron Greenwald - 1 year term
 - Member from Staff – Nicole Lamont – 1 year term
 - Member from Public – Shayne Danielson-Copeland – 1 year term
 - Member from Public – Roger Quiram – 1 year term
 - Member from Public – Mark Thompson – 1 year term
- x. WEM Community Education Advisory Board – Tom McBroom - 1 year term
- xi. Representative to the MVCOG General Assembly – Tom McBroom - 1 year term
- xii. Fire Relief Association
 - Member from Council – Dennis Schnoor – 1 year term
 - Member Appointed – City Administrator Lorri Kopischke – 1 year term
- xiii. Joint Fire Board Representative – Dennis Schnoor
- xiv. Emergency Management
 - Director – Dennis Schnoor

On motion by Schnoor, seconded by Houlihan, all voting in favor, to approve the Fire Department Chief Appointments as follows:

- a. Chief – Jason James
- b. First Assistant Chief – Jacob James
- c. Second Assistant Chief – Greg Lamont

On motion by Schnoor, seconded by Houlihan, all voting in favor, to approve the Meeting/Monthly Payment Amounts as follows:

- a. Fire Chief - \$316.67 per month
- b. Planning and Zoning Commissioners - \$50 per meeting / training
- c. EDA Commissioners/Administrator - \$40 per month plus \$40 per special meeting / training
- d. Park Board Members - \$25 per meeting
- e. Fire Relief Representative - \$25 per meeting
- f. Joint Fire Board Representative - \$25 per meeting

The Council considered Resolution No. 824/23 – Approving a request from Henninger Properties for a Planned Unit Development (PUD) to allow an additional 4-plex on the property located at 220 Maple Avenue SW known as Hidden Meadows No. 2.

This request was considered, and a public hearing was held by the Planning and Zoning Commission on November 1, 2022. Comments from SEH Engineer, SEH Planner, and MN Department of Natural Resource representative were reviewed. The Commission tabled discussion

of the request to the December 6, 2022 meeting to allow Mr. Henninger to respond to these comments and the comments from neighbors during the public hearing.

Mr. Henninger appeared at the December 6, 2022 meeting and requested a 60-day extension to allow time to gather the requested information. A 60-day extension was granted that will expire on February 14, 2023. A special meeting was scheduled for January 17, 2023 to discuss the request and additional information.

Henninger appeared at the January 17, 2023 meeting. His engineer, Bolton & Menk, had provided the requested information and Henninger had addressed other concerns of the neighbors. These documents were submitted on January 5 and 6, 2023. But as of January 17, 2023, the City Engineer and Planner had not responded to the information. Therefore, the Planning and Zoning Commission continued discussion of the request to the February 7, 2023 meeting.

The request was discussed at the February 7, 2023 Planning and Zoning Commission meeting with consideration of documents submitted by Bolton & Menk, response from Todd Piepho, Area Hydrologist, MN Department of Natural Resources, Amy Barrows, Planner, SEH Engineering, and a memo submitted by Henninger addressing neighbor's concerns expressed at the Public Hearing.

Staff recommended approval of the PUD with the suggested conditions or some combination thereof:

1. Mitigation to make up for the additional lot coverage of 33.7% where 25% is allowed. SEH Engineer Cavett suggested in his memo of October 27, 2022, that this could be accomplished with development of a natural storm water facility (bioretention basin/rain garden) area that would cover lots 1, 2, and 3, and also manages the surrounding areas tributary to the low area to the east and / or the establishment of native prairie along. The DNR seems to agree with this but would require this to be designed by a licensed engineer. The engineer also suggests an owner management agreement for those areas.
2. The preservation of open space of at least 50%. It appears that this requirement will be met but it should be documented that no further structures should be allowed.
3. Ms. Barrows stresses the importance of "innovative design techniques". Examples of this may include heightened architectural elements, vegetative screening of the parking lot, and additional landscaping throughout the site.
4. Both SEH and the DNR suggest the wetland be delineated. This cannot be done this time of year. This would be a decision for Commission to make if it is necessary to delineate the wetland or if you believe there is enough flexibility between the 33.7% impervious and the 50% open space requirement to accommodate the wetland. Amy Barrows states as follows: "The applicant really needs to delineate the wetland to get accurate #'s for density and impervious surface. If they are only proposing 8 units and they are allowed 12, density will not be an issue. However, it is relevant for the purposes of impervious surface and ensuring disturbance isn't taking place in the wetland. It is a pretty flat area so it could be larger or smaller than it seems."
5. Erosion control, storm water management, and any other requirements of the City Engineer.

At the Planning and Zoning meeting, in response to the recommendations, Henninger stated that both Phase 1 and Phase 2 of this project were engineered, and this Phase will be as well. If it is determined that the pond needs to be larger, the lot has the room and there is the ability to do that. He stated a wetland delineation would set the project back 9 months and cost \$5,000. And for what? To determine if there is a possible wetland on the property line. The project will not touch the possible wetland and his water will be going into the pond so it will not affect the possible wetland. He does not want to be required to delineate the wetland.

With that, the Planning and Zoning Commission voted to approve the requested Planning Unit Development to allow an additional 4-plex on the property located at 220 Maple Avenue SW with the following conditions:

1. All items (remedy) in Henninger's memo dated January 4, 2023 be completed as described.
2. Erosion, control, storm water management, and any other requirements as determined by the City Engineer.

Council discussed the PUD request.

City Engineer Kavitz noted that the current storm water retention pond was not engineered. He has discussed with Bolton & Menk that a condition of the mitigation will be to redo the pond. A drain tile will be installed under the pond so that outflow will go into the City storm sewer rather than as it currently flows into the creek on the property line.

Schnoor expressed concern with on-street parking on Maple Avenue SW and if there is adequate room for fire equipment in the parking lot.

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

CITY OF ELYSIAN
LE SUEUR COUNTY, MINNESOTA
RESOLUTION NO. 824/23

A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT (PUD) TO ALLOW AN
ADDITIONAL 4-PLEX ON THE PROPERTY LOCATED AT 220 MAPLE AVENUE SW KNOWN AS
HIDDEN MEADOWS NO. 2

WHEREAS, the City of Elysian has received an application from Henninger Properties, represented by Jeremy Henninger, for approval of a Planned Unit Development (PUD) to allow an additional 4-plex at 220 Maple Avenue SW.

WHEREAS, the subject property is known as Le Sueur County Parcel Identification R16.426.0030, and legally described as Lot 3, Block 1, Hidden Meadows No. 2, Le Sueur County, Minnesota; and

WHEREAS, the proposed application and site plan have been reviewed by SEH Engineering Planner outlined in her memo dated February 3, 2023, and by Minnesota Department of Natural Resources (DNR) in an email dated January 17, 2023; and

WHEREAS, the Elysian Planning and Zoning Commission met and held a public hearing on November 1, 2022, to receive public comment on Hidden Meadows No. 2 application and plans; and

WHEREAS, upon Planning and Zoning Commission review of the application information, site plan and supplemental information, the Planner's Memo of February 3, 2023, the DNR email of January 17, 2023, report of City Staff, testimony of applicant, and public comments and the criteria necessary to consider the request, the Planning and Zoning Commission has recommended approval of the Planned Unit Development, subject to conditions, as the proposed use is within the spirit of the City's Zoning ordinance, the use is consistent with the City's Comprehensive Land Use Plan, it is beneficial to the City's tax base, the use makes good use of the land in issue, the proposed use does comply with the City's existing Zoning Ordinance, the proposed use has the ability to create employment opportunities for the City of Elysian, and is in the best interest and general welfare of the City of Elysian; and

WHEREAS, the City Council for the City of Elysian met, discussed the recommendations of the Planning and Zoning Commission, reviewed the application for the Planned Unit Development; and

WHEREAS, considering all of the above:

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Elysian, Minnesota hereby finds that the proposed use is within the spirit of the City's Zoning ordinance, the use is consistent with the City's Comprehensive Land Use Plan, it is beneficial to the City's tax base, the use makes good use of the land in issue, the proposed use does comply with the City's existing Zoning Ordinances, the proposed use has the ability to create employment opportunities for the City of Elysian, and is in the best interest and general welfare of the City of Elysian, and therefore the City Council for the City of Elysian herein and hereby approves the Planned Unit Development in accordance with and subject to the following conditions:

- 1) That the 4-plex adhere to the required setbacks as shown in submitted site plan Exhibit A.
- 2) That the items addressed in the Henninger Properties memo of January 4, 2023, attached hereto as Exhibit B noted as "Remedy" to include:
 - a. Increasing the retention pond if deemed necessary by the City in its sole discretion.
 - b. Maximum height of building less than 30 feet
 - c. Install pet station so as to minimize pet waste on the property and in the area.
 - d. Install down shining wall packs on new and all existing buildings.
 - e. Install a 6-foot-tall privacy fence approximately 80 feet long between 206 Third Street SW property and the Hidden Meadows property
 - f. Plant 6-8 bigger fuller trees (as recommended by Wesley Tree Service) along Maple Avenue SW to screen neighbors to the south.
 - g. Employ an Office Manager, On-Site property manager, and On-Site maintenance man.
3. The wetland boundaries on the eastern edge of the property be delineated to determine the correct impervious surface (lot coverage) calculation.
4. Mitigation to accommodate the increased lot coverage of 33.7% where 25% is allowed. This should be sized accordingly to manage the amount of water coming to the area with the thought of temporary storage versus a flow through system. This mitigation should be designed by a licensed engineer. Also provide an owner management agreement for those areas.
5. Preservation of 50% open space must be maintained on the property. The wetlands shall be part of the open space requirements.
6. Drainage / Storm Water Management Plan.
7. Grading and Erosion Control.
8. Other as deemed necessary by City Engineer.

Upon vote being taken:

Council Members voting in the affirmative: Houlihan, McBroom, Schnoor.

Council Members voting in the negative: None.

Adopted by the City Council of the City of Elysian this 13th day of February, 2023.

Approved:

Tom McBroom, Sr., Mayor

Attested:

Lorri Kopischke, City Administrator

Brent Kavitz, SEH Engineering, presented the Construction Plans for the 2023 Street Utility Improvement Plan – work to be done sanitary sewer, storm sewer, water main, minor grading, and street improvements. Kavitz noted the changes from the Feasibility Report. The biggest change and the change that affected the cost the most is the adjustment to the storm sewer for the tile line at the property located southwest of State Highway 60 and Fifth Street SW. The storm sewer had to be lowered approximately 3.5 feet and has increased the cost of the project by approximately \$400,000.

Kavitz presented the estimated preliminary costs in the amount of \$2,983,114.81. This is \$615,666.92 higher than the projected costs included in the Feasibility Report. Kavitz reported this is mostly attributed to the considerably higher cost of the storm sewer.

An email from Jaime Spaid, 1277 Lewis Lane, received January 31, 2023, was read into record:

“Hi, in December we sent an email that our friend Brad Potter suggested we send. We don’t understand a lot of this he understands it well. We didn’t receive any type of acknowledgement or response. Because we feel there are legitimate concerns we will continue to follow up on this. We are going to copy and paste it into this email. If it should be directed elsewhere please let us know. Jaime and Quay Spaid

Our property is at 1277 Lewis Lane. While the streets are in rough shape we have concerns about the project such as the following:

The street should be a 7 ton road, there is no need for a 10 ton road. The adjacent 5th Street SW has a fair amount of industrial traffic and this may have to a 10 ton road but not our street (Lewis Lane) which is a very short cul-de-sac.

The overall cost of the project. With inflationary concerns the cost of the project is a concern including the 10% contingency and on top of that 25% engineering fees. This is a large cost of the project that could be reexamined. Overall these two add substantial cost to the project.

The width does not have to be wider than the existing street width as this accommodates the very limited traffic along the street so we would be opposed to making Lewis Lane wider.

The valuation of the improvement does not correlate with the value of the property. Has there been consideration that would cap the maximum assessment to 5% to 8% of the value of the property?”

Moran discussed the law with regard to allowable assessments and suggested this may be a situation where there is more cost sharing between the city and the residents than usual. This project may need to be supported in a larger portion by the general levy.

Kavitz outlined the schedule: March 13th the Council will receive the bids, April 10 will be the assessment hearing, and May 8th the Council will decide whether to award or not award the bids.

Councilmember Schnoor introduced the resolution and was seconded by Mayor McBroom.

CITY OF ELYSIAN
ELYSIAN, MINNESOTA
RESOLUTION NO. 827/23
APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the council on December 12, 2022, the consulting engineer retained for the purpose has prepared plans and specifications for the construction of the

2023 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 online bids will be received by the City Administrator until 10:00 a.m. on Thursday, March 9, 2023, at which time they will be publicly opened and read aloud via Microsoft Teams by the City Administrator and engineer, will then be tabulated, will be received by the council at 6:00 p.m. on Monday, March 13, 2023, and will be considered by the council at 6:00 p.m. on Monday, April 10, 2023, 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.

Voting on the motion:

Voting in the Affirmative: Houlihan, McBroom, Schnoor.

Voting in the negative: None.

Adopted by the City Council of the City of Elysian this 13th day of February, 2023.

Approved:

Tom McBroom, Sr., Mayor

Attested:

Lorri Kopischke, City Administrator

On motion by McBroom, seconded by Houlihan, all voting in favor, to approve Short Elliott Hendrickson Inc. (SEH) Master Agreement for Professional Services and a Supplemental Letter Agreement both for services in 2023 in a not-to-exceed amount of \$5,000.

Public Works Director Greenwald reported that the front door of the Tourism Building needs to be replaced. A zero threshold is required as it is a handicap accessible entrance to the building. The cost of installation of a replacement door from Waseca Glass is \$4,600.

On motion by Schnoor, seconded by Houlihan, all voting in favor, to authorize replacement of the front door at the Tourism Center by Waseca Glass in the amount of \$4,600.

The Council considered an estimate from Schmahl Construction, LLC. for various repairs to the Wayside Rest Building. Repairs include Countertop men's bathroom – Onyx top \$1,515 OR Formica top \$960 (no sinks included), repair siding - \$1,380, Fascia and shingles - \$1,238, and tiling (estimate for concrete needed).

On motion by Schnoor, seconded by McBroom, all voting in favor, to approve Schmahl Construction, LLC estimate in the amount of \$960 to install Formica top in the men's bathroom at the Wayside Rest. Greenwald will provide an estimate to replace the sink at the March 2023 meeting.

On motion by Houlihan, seconded by McBroom, all voting in favor, to approve Schmahl Construction, LLC estimate in the amount of \$1,520 for steel repair of the City Shop for damage that occurred in 2022.

Greenwald presented a draft Capital Improvement Plan – Equipment. Council asked Greenwald to further develop the Plan to include any equipment with moving parts with value of more than \$1,000, provide a rating of the condition of the equipment, and a plan for replacement in 5, 10, 15, or 20 years.

Greenwald presented quotes for a new John Deere lawnmower. Council asked Greenwald to obtain quotes for other manufacturers lawnmowers such as Toro, MTD, etc. for comparison.

Greenwald presented a quote from Smiths Mill Implement for a 2023 New Holland U80D TL tractor. The unit can be built by June. Council asked Greenwald to present a complete quote along with financing options at the March meeting.

Greenwald presented a Service Agreement from Silversmith Data. They provide an Asset Status Tracker – a utility management software that gives field workers the ability to locate assets using a handheld GPS unit to record and track critical data from fire hydrants, meter pits, main breaks, curb stops, catch basins, etc. It provides immediate access to location, mechanical operation, maintenance history, etc. Ray Cook, Director of Sales, had presented the product to Council at a workshop meeting in 2022.

On motion by McBroom, seconded by Houlihan, all voting in favor, to approve the Service Agreement with Silversmith Data for an upfront cost of \$5,700 and an annual recurring fee of \$1,600 which will start on the renewal date in 2024.

Council considered Resolution #825/23 – Safe Electronic Transfers and Payment Policy. The City Auditor recommended the Council adopt such a policy as part of the 2021 Audit Report.

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

CITY OF ELYSIAN
ELYSIAN, MINNESOTA
RESOLUTION NO. 825/23

SAFE ELECTRONIC TRANSFERS AND PAYMENTS POLICY

Purpose

The purpose of this policy is to establish procedures to prevent fraudulent payments or transfers to employees, vendors, and contractors.

Scope

This policy applies to all city departments and employees that have control over city disbursement transactions and governs the actions of all city employees.

Background

Cities are becoming more transparent with information on the internet and electronic banking is becoming widely accepted. Effective internal control policies and procedures need to be adopted to protect city funds from fraudulently being disbursed.

Policy

The City of Elysian may make certain payments by electronic funds transfer if certain policies, described in MN Statute 471.38 are in place. Electronic funds are defined as any transfer of funds that is initiated by electronic means, including but not limited to check, credit cards, debit cards, and automated clearing house (ACH) or wire transfers, both within and between separate financial institutions.

The City Council shall annually authorize the City Administrator, or their designee, to make electronic funds transfers.

Processes to prevent fraud

Employee portals and city intranets should utilize duo authentication when available. Following are processes to prevent the fraudulent disbursement of public funds:

Accounts payable

1. Vendor payment approvals
 - a. Require at least two approvals within the city for all disbursements of funds.
 - b. Require city administrator or designee approval on large payments exceeding amounts set in city policy.
2. Update and review vendor files annually
 - a. Review and correct duplicate vendors in system with minor differences, i.e., LLC or Inc.
 - b. Annually review list of vendors and close or inactivate vendors not currently used by the city.
 - c. Review for unusual activity such as fluctuation in payment amounts, activity for closed vendors, etc.
 - d. Compare vendor information such as phone numbers, address, and bank account information to employee records for other than employee expense reimbursements.
 - e. Develop vendor change form for critical information such as electronic banking information, addresses, or billing practices. These forms should not be provided online but requested from accounts payable and mailed to trusted information on file.
 - f. Receive verbal communication using trusted information on file regarding all changes on critical information.
 - g. Always perform a validation transfer (or test deposit) with a blind confirmation for all new vendors or vendors requesting a change in electronic banking information with payments equal to or greater than \$100,000.
3. Do not provide copies of contracts on the city website unless payment terms are hidden within council packets.
4. Do not provide copies of vendor invoices on the city website.
5. Always require a signed Form W-9 from every new payee in advance of making any payments or change in a mailing address. This can be confirmed online or directly with the IRS.
6. Require wire transfers to have dual approvals, electronic or verbal authentication, with the banking institution.

Payroll

1. Receive both written and verbal communication from the employee, confirming any requested changes to direct deposit banking information.

2. Develop employee change forms for critical information such as direct deposit banking information. These forms should not be provided online but requested from Utility Clerk or kept on a secure employee intranet. All payroll and records containing data covered by Minnesota Government Data Practices Act must be stored and transmitted securely.

Receivables

1. Online one-time utility billing payments
 - a. Payments are initiated by the customer and reconciled against the city's accounting software to verify the amount sent by the merchant transact processor matches the amount processed through the city's financial software.
2. Recurring utility billing ACH and credit card payments
 - a. The customer must complete the Automatic Payment form for any ACH payments. Recurring credit card payments are with a one-time entry of personal credit card information and then that sensitive information is stored by the processing company on a secure site.
 - b. At the first of the month the monthly recurring utility bill ACH and credit card files are created. The City Administrator reviews and approves both files before the Utility Clerk initiates the payment file.

Review and Maintenance of Policy

The City Clerk/Administrator is responsible for maintaining and reviewing this policy.

Upon vote being taken:

Council Members voting in the affirmative: Houlihan, McBroom, Schnoor.

Council Members voting in the negative: None.

Adopted by the City Council of the City of Elysian this 13th day of February, 2023.

Approved:

Tom McBroom, Sr., Mayor

Attested:

Lorri Kopsichke, City Administrator

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

CITY OF ELYSIAN
ELYSIAN, MINNESOTA
RESOLUTION NO. 826/23
RESOLUTION ACKNOWLEDGING AND ACCEPTING A DONATION FROM
ELYSIAN FIRE RELIEF ASSOCIATION

WHEREAS, the City of Elysian has received a donation in the amount of \$20,000.00 from the Elysian Fire Relief Association to be used to offset 2022 budget expenditure overage;

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 from the Elysian Fire Relief Association in the amount of \$20,000.00 to be used to offset 2022 budget expenditure overage.

Upon vote being taken:

Councilmembers voting in the affirmative: Houlihan, McBroom, Schnoor.

Councilmembers voting in the negative: None.

Adopted by the City Council of the City of Elysian this 13th day of February, 2023.

Approved:

Tom McBroom, Sr., Mayor

Attested:

Lorri Kopischke, City Administrator

On motion by Schnoor, seconded by Houlihan, all voting in favor, to approve the Emergency Management Handbook for Government Officials, City of Elysian, Le Sueur/Waseca County as revised on February 13, 2023.

Hawk Alarm Systems Inc. has recommended an alternative ADC Cloud Based Access System for the tourism building. This system will be able to be monitored, programmed, and controlled remotely from any internet enabled device. The system is also capable of sending reports for door status, and locking issues to users. Full tracking and door access reporting are also available via remote portal. The system is \$700.46 less upfront and there is a \$14.95 monthly fee for cloud service.

On motion by Schnoor, seconded by McBroom, all voting in favor, to approve Hawk Alarm Systems Inc. Proposal #3524 in the amount of \$4,122.83 for material and labor to install new ADC Cloud Based Access system to tourism building entry with a recurring monthly fee of \$14.95 for Standalone Cloud Based Access Control.

On motion by Schnoor, seconded by Houlihan, all voting in favor, to approve a Proposal from MIDCO for telephone and internet services at the Tourism Center in the amount of \$116.24 per month.

The vending machines at Main Street Venue, the Tourism Center, and the Lake Francis Beach Pavilion are all managed by the Elysian Area Chamber of Commerce. On motion by McBroom, seconded by Houlihan, all voting in favor, to approve a Soft Drink License for the Elysian Area Chamber of Commerce for the period of January 1, 2023 to January 1, 2024.

It was noted that during budget discussions in 2022, the City Council discussed a wage study and updates to employee job descriptions. Minnesota Valley Council of Governments (MNVCOG) has offered to perform these services as part of the City's membership in that organization. MNVCOG will also review the Personnel Policy.

On motion by McBroom, seconded by Schnoor, all voting in favor, to approve Minnesota Valley Council of Governments to perform a wage study, job description updates, and review of personnel policy for the City of Elysian full-time employees.

Council discussed Chapter 153.35 of the Elysian Code of Ordinance as it pertains to snow and ice removal. Parking was discussed and the use of snow emergencies. There was Council consensus to discuss this at a future work session.

Motion by Schnoor, seconded by Houlihan, all voting in favor, to schedule the City-wide Spring Clean Up for May 20, 2023.

Waseca County 2023 Board of Review & Equalization will be April 11, 2023 from 10 am to 6 pm at the Waseca County Courthouse (Open Book).

Le Sueur County Officials Association Meeting is February 22, 2023 at 7:00 pm in Waterville (location TBD).

The printers in the Utility Clerk's office and the City Administrator's office are inoperable. Council reviewed a quote from Metro Sales for Managed Print Services 5-year contract. This would include (2) two color printers (one is multi-function), maintenance, repairs, and toner. The cost is \$91.62 per month. The average cost of ink alone for the two printers in 2021 and 2022 was \$102 per month. That does not include the cost of new printers or any maintenance or repair.

On motion by Schnoor, seconded by McBroom, all voting in favor, to approve the proposal from Metro Sales, Inc, for Managed Print Services for 60 months in the amount of \$91.62.

On motion by McBroom, seconded by Schnoor, all voting in favor, bills, payroll, and transfers were approved in the amount of \$901,955.91.

Public Comment: None.

On motion by McBroom, seconded by Schnoor, all voting in favor, to adjourn the meeting at 8:30 pm.

Approved:

Tom McBroom, Sr., Mayor

Attested:

Lorri Kopischke, City Administrator