

**ELYSIAN CITY COUNCIL
WORKSHOP MEETING
JUNE 16, 2026**

The Elysian City Council held a workshop meeting on Tuesday, June 16, 2026 at City Hall at 6:00 pm.

Roll Call: Mayor Dennis Schnoor; Councilmembers Bobby Houlihan, Paul Hunter, and Derek Westby; City Administrator Lorri Kopischke. Absent: Councilmember Steve Hoppe.

Also present: Sheila Huber, Executive Director, Minnesota Valley Council of Governments (MVCOG)

Huber provided a comparison of the vacation schedules of jurisdictions in the southern Minnesota area focusing on the Region 9 area. The comparison was broken down into Region 9 Cities under 3,300 population, Southern MN Cities under 3,300 population, and Southern MN Cities under 1,000 population. The comparison focused on vacation accrual from (1) one to (30) thirty years on a year-to-year basis.

A revised vacation schedule was recommended for City of Elysian employees that includes removal of the six-month vacation usage restriction and is revised to a more competitive accrual structure based on years of service. There will be no increase to the maximum accrual cap. This will provide an added benefit to employees that is cost effective for the City.

The Council discussed the revised vacation schedule and the removal of the six-month vacation usage restriction. There was consensus to accept the recommendation as provided.

Huber presented the results of a salary survey based on benchmark data collected from (22) twenty-two jurisdictions in southern Minnesota. Bench average minimum, average maximum, and actual were calculated. Five City positions were evaluated using Minnesota Pay Equity point values to ensure appropriate job matching. On average, the City of Elysian wages are approximately 84% of the broader Region 9 benchmark for comparable cities and approximately 94% of wages in cities under 2,000 population. All five positions fall below benchmark averages, with the City Administrator and Public Works Maintenance Worker positions showing the largest gaps relative to the full regional benchmark.

Based on this data, two pay plan options were developed. Option 1 – Open Range Pay Plan and Option 2 – Step Plan with Open Range at the Top. Huber recommended Option 2 as it provides employees with clear advancement milestones, promotes pay equity and consistency, and reduces subjectivity in compensation decisions. The performance pay component at Step 6 retains meaningful incentive for long-tenured employees. This is less complex to budget for. COLAs can still be considered on a yearly basis.

Also presented for Council consideration was a classification change from Utility Clerk to Deputy City Clerk. Based on the current and anticipated duties of the position, including expanded administrative responsibilities, increased support for city clerk functions, records management, permitting, utility billing administration, payroll administration, social media management, and other municipal administrative duties, it is recommended that the Utility Clerk position be reclassified to Deputy City Clerk. The employee currently serving as Utility Clerk has earned her Municipal Clerk Certification, which meets the qualifications and requirements established for the Deputy City Clerk position.

The Council discussed the recommended classification change from Utility Clerk to Deputy City Clerk and there was consensus that the classification change was warranted based on duties being performed and the recent Municipal Clerk Certification.

The Council discussed the salary survey results and the two pay plan options. Following discussion, the consensus was to accept the recommendation of Open 2 Step Plan with revision from (6) steps to (8) steps and to remove the performance max column. The employees would be brought in at the step closest to these amounts on the revised Pay Plan: City Administrator \$46.53, Public Works Director \$38.28, Deputy City Clerk \$28.90, and Public Works Maintenance Worker \$24.00. The revised Pay Plan would be effective August 1, 2026. Following placement into the new compensation plan, future step movements shall occur on the first full pay period following the employee's anniversary date beginning in 2027, consistent with the compensation plan policy.

Huber will adjust the Proposed Pay Plan and Vacation Policy Documents and provide them for consideration at the July 13, 2026 meeting.

The Council thanked Huber for the support provided by MVCOG.

On motion by Hunter, seconded by Houlihan, all voting in favor, to adjourn the meeting at 8:23 pm.

Approved:

Dennis Schnoor, Mayor

Attested:

Lorri Kopischke, City Administrator