

**CITY OF UPSALA
UNOFFICIAL MINUTES
January 11, 2010**

Pursuant to due call and notice thereof, the City Council of Upsala, MN met in Regular session on Monday, January 11, 2010 at 7:00 p. at the Upsala Fire Hall. In Attendance: Mayor Dan Cheney; Council Rollie Johnson, Robert Maciej, Joan Olson. Clerk: Michele Caron. Absent: Council Bethany Malisheske. Visitors: St. Mary's Representatives, Brian Schultz, Schultz Engineering, Mark Beattie, Cole Group, Don Anderson, City Engineer, Charlie Gunderson representing Gethsemane Lutheran Church, general public.

Call to Order by Mayor Cheney at 7:00 p.m.

Agenda-Snowmobile Signs

Minutes

- December Minutes reviewed, Mm by Johnson to accept as second by Olson; unanimously carried.

Visitors

- **Primus**-Representing Toning Plus Shirley presented the 2010 lease for Mayor to sign. Clarification of procedures for purchasing ing items. Toning Plus may continue to clean, but Joyce will purchase the supplies. Chemicals should be secured from the public and anyone cleaning will have access to them. Plowing procedure for recreation building reviewed.
- **Schultz Engineering/Cole Group Architects**-Presented plans viewed at public hearing for conditional use permit. Discussion regarding easement of existing sewer line, it is 20' on each side of line, but is not filed at county. Decision to have city attorney re-write the easement to allow for 10' north and 10' south of the corner of the building that comes closest to the line.
- Discussion on drainage going to pond and alternatives-consensus is to make it as shallow as possible. Some concerns that the way the landscaping is designed more water than just the church's water off the parking lot will be draining into the pond. Anderson suggested soil borings be completed as they have not at this time. Schultz clarified 1/3 of the church's water drains to the MNDOT storm sewer now. Anderson suggests a slow weeping ponds system to drain and he would need to know what flow they would need. Anderson suggests a pond should have treatment.
- Discussion on water main location, best alternative is to put it at the highway, but may also cost more. Anderson suggests 2" for services and 6" pipe for fire. Clerk will check if ordinance specifies separating the two.
- Discussion on improving Oak Avenue to alleviate a deep pond situation. Storm sewer would be part of the improvement. Schultz asked to be notified when city determines if improving Oak Avenue is feasible. City Engineer will update the prior feasibility study. He will attend the next council meeting.

- **Gunderson-Gethsemane** is aware the Oak Avenue improvement is once again being considered. They are willing to sell the 5' north to the city, plus 10' on the south side. Clerk will look for the filed easement. City attorney should draw up the agreement.

Ordinances and Resolutions-

- Chapter 71.04 Declaration of Snow Emergency reminder to residents. Frank will call a snow emergency each time it snows, it will not be published. All vehicles are to remain off streets until the plowing is completed. If in street and plow comes, it must be moved.
- 2010-01 Organizational Resolution declares all of the cities official affiliations for the year. Mm by Cheney to adopt the 2010 Organizational Resolution, second by Johnson, unanimously carried.

Maintenance Report-

- Water 23,871 gal/day down 29 gal/day. Sewer down 22/100ths of an hour.
- Snowplow had a radiator fluid leak, but it seems to have stopped after adding leak stop. The purchase of a newer snowplow is on the 2011 budget.
- Cost of sand/salt is \$15 higher this year from county than last year. Frank is willing to purchase and mix our own, and may contact Elmdale Township to see if they are interested in expanding our cooperative agreement.
- NO SNOWMOBILING on sidewalks signs is adequate. Snowmobiles are reminded to be respectful when riding in town and follow rules.

Fire Department Report-none

Planning Commission-Cheney

- Public Hearing St Mary's conditional use permit. Mm by Cheney to approve the permit for the new building with the understanding some other agreements addressing the sewer line easement, drainage and water main relocation will be revisited, second by Johnson, unanimously carried.
- Vacancy on Planning Commission still exists. Must be a resident of the City of Upsala. Meetings Wednesday before the council meeting at 6 p.m. No ad will be purchased for it at this time.
- Reviewed minutes, next meeting February 3, 2010 at 6 p.m. Upsala Fire Hall.

Upsala Community Development Commission-Maciej

- Census committee to act as liaison with residents and workers not yet formed. It is very important residents understand to watch for the form in the mail in March and fill it out. Cities and schools receive funding based on population so it is important our count be complete.
- Goals for 2010 reviewed.
- Minutes reviewed. Next meeting Monday February 1, 2010 at 6:00 p.m. at Upsala City Hall.

Recreation Board-Johnson

- No meeting in January
- Dan Kremers was awarded the remodeling bid and he will begin in a couple of weeks.

- Clerk asked that groups meeting there weekly sign the waiver and turn in a rental form.
- Next meeting February 2, 2010 at 7:00 p.m. at City Hall.

Unfinished Business

- **Water/Sewer Rates**-Not rose since 2007, and that was less than \$1.00 per month. Sewer rates will not be raised, but water rates must be raised per analysis they should be \$5.00 per month higher to pay for regular maintenance and operating expenses. 2010 is the year for painting the water tower and it has not been done since 1995. The cost is \$18,000. Discussion on rates, how to raise whether to raise in use or minimum. Mm by Cheney to raise the minimum rate on all codes by \$1.00 per month, second by Johnson, unanimously carried.

New Business

- **Clerk Hours**-Clerk has accepted a full time position with the State of MN and has requested to stay on as Clerk an average of 10 hours per week. Discussion to hire a Deputy Clerk for the two office-open days at a minimum at 14-15 hours per week, and other hours that may be necessary. The wage is \$12.00 per hour, and a job description authored by the clerk was reviewed. Clerk will put the employment ad in the Morrison County Record for publication on the 16th, resumes due in by Friday the 22nd, and a review of applications will be held Monday January 25th. Anyone interested should review the employment ad for exact details. The Clerk starts the new position on February 3rd.
- **Legislative Update** in Little Falls on 1/27/10 city officials might attend.
- **Next meeting** Monday February 8th at 7:00 p.m. in the Upsala City Hall reminder closed for Martin Luther King Day and Presidents' Day. Municipalities cannot conduct business on federal holidays with the exception of Columbus Day.

Financial Reports

- Bank Statement and Cash Control reviewed. Bills audited and ordered paid in the amount of \$33,413.97.

Adjourned 10:15 p.m. by Mayor Cheney.
Respectfully Submitted,

Michele Caron, Clerk