

**CITY OF UPSALA  
UNOFFICIAL MINUTES  
August 11, 2008**

Pursuant to due call and notice thereof, the City Council of Upsala, MN met in regular session on Monday, August 11, 2008 at 7:00 p.m. in the Upsala Fire Hall. Council members and city employees present: Dan Cheney, Rollie Johnson, Robert Maciej, Dan Hovland, Bethany Malisheske, Michele Caron. Frank Koopmeiners, Jay Baggenstoss, Fire Chief. Visitors, Dennis Bacon, Karin Nelson, Bill Krivanek, Jason Malisheske.

**Meeting called to order by the Honorable Mayor Cheney at 7:00 p.m.**

**Minutes-July:** Motion by Hovland, second by Johnson to accept with a wording correction under UCDC "cold" dish contest, not hot dish; unanimously carried.

**Agenda Review-** Motion to accept by Johnson, second by Maciej; unanimously carried.

**Visitors-**

- Jason Malisheske-The next morning after the festival the garbage cans were dumped over in the park, he and Bethany picked it up and moved the cans to the fire hall. What can be done? Should the sheriff patrol more at night? It seems as if there has been more activity in this area than usual. The chalk at the ballpark was dumped out; molasses at the coop was opened and spilled. Clerk will check into options, in the mean time it appears we may need residents to keep a watchful eye out for suspicious activity.
- Dennis Bacon-Annual Audit Report summarized. City finances are in good shape, but keep watching enterprise funds of water and sewer that rates match expenses and the need to save for future improvements. It is not "if", but "when" we will need to spend money to upgrade. More internal controls needed with one person in the office, General Accounting Standards Board is requiring auditors to look at these more closely. Even though financial reports, bills, and investments are presented to the whole council; a council member should review financial statements closely at months end for reconciliation.
- Karin Nelson discussed the city has liability insurance to cover the recreation building and activities; it is up to the council to make policy on how certain events will be covered depending upon variables such as people in attendance, etc.
- Bill Krivanek and Karin Nelson for Upsala School Board-Survey of the ball fields has been completed and copies of proposed property the school wants to purchase under the first right of refusal agreement were distributed. This included the softball field and the rest of the tennis courts. Clarification they would retain the right of first refusal in the case of the recreation building and parking lot. Motion by Cheney to accept the map of the area determined in the survey as the property the city will sell back to the school for the sum of \$100.00, second by Johnson; unanimously carried. The clerk will notify the city attorney to draft an agreement.
- Bill Krivanek for update on Regional Services Center property and surveys.
- Henry Fuchs for UBA clarifying information on groups and permits to sell beer at fundraisers.
- Jay Baggenstoss requesting information regarding a ditch on his property and weed control. It is a drainage area, but is it a waterway, and what permissions does he need to control growth of weeds. The clerk will be adding it to the list for the DNR representative. Answered Jay's questions regarding permit to remove porch.

**Fire Department- Fire Chief Jay Baggenstoss**

- Repaired a vehicle.
- Applied for a grant on a new grass rig.

- The Relief Associations retirement amount is on the low end for the area. Can the board look at raising it?

**Maintenance Report-Frank Koopmeiners**

- Water and sewer levels reported.
- Reported on the drainage ditch that runs behind Borgstrom and out to the river. Most of the main street storm sewer uses it. Last cleaned out in 1986. Clerk waiting for response back from DNR on whether it is controlled by them or soil and water, and if permission needs to be granted to clean it out. Dave Gerads cleaned it out last time. Motion by Cheney to approve expenditure for cleaning it out using Dave Gerads, second by Hovland; unanimously carried.
- Frank reported pipes under the ground look in good repair; they had to dig down to them earlier this month.
- Frank on vacation from August 16<sup>th</sup> through August 24<sup>th</sup>.

**Financial Reports/Budget-Presented by clerk.**

- Discussion on levy and budget that will be determined in September. Council came to a consensus to keep the levy as it was in 2008, and not raise it for 2009. Clerk reported it has been raised by \$5,000 per year steadily over the last few years. Wages should be determined now; suggestion from Cheney keep council and Mayor the same, allow for at least 3% on employees and review next month.

**Planning Commission Report by Hovland-**

- Lynda Tarbuck permit for seasonal porch; motion by Cheney to approve, second by Maciej; unanimously carried.
- Joe and Lynn Langner addition-Garage, second floor and additional living area; motion to approve by Cheney, second by Johnson; unanimously carried.
- Troy Jackson-permit for removal of handicap ramp and rebuilding it into a deck on other side of house; motion by Cheney to approve upon permission from current landowner, second by Johnson; unanimously carried.
- Upsala Ballpark Association checked into fences and ordinances.
- Land Use permit and guide to clarify ordinance currently in place, and new fees were discussed. Motion by Cheney to adopt the new forms and fees upon publication, second by Hovland; unanimously carried. Confirmation that this and other information go out to residents along with brochure in a mailing as soon as possible.

**Recreation Board Report-Rollie Johnson**

- Finances-clerk would like bank statements to make the financial report that was requested in July. Discussion that it is a department of the city and should be accounted for with the rest of the city funds. Clerk will begin process to obtain and move responsibility of fund accounting to the city from the recreation board.
- Organizational structure of the recreation board discussed; it should be organized just like the other commissions the city has in place, and the clerk will call Dan Frank from Initiative Foundation for information. Will most likely be restructured with members appointed by the council from a list of volunteers that report to the council.
- Loss Control Specialists from the LMCIT requested information on the use agreement and repairs to the recreation building. Frank states most repairs are complete.
- Explained that trees were planted from funds donated by the Lions then they died and a volunteer replanted and paid for new ones, those died for same reason. Discussion. Tabled until funds transferred to the city.

**Community Development Commission Report-**

- Heritage Festival recap; A big thanks to all of the volunteers; the chairs Mike Schultz and Bethany Malisheske, and the fire department. The youth water fight went over well; it would be nice to have something after the park activities and before the fireworks.

**Old Business-**

- Resolution to appoint election judges by Hovland, second by Johnson; unanimously carried. Joyce Swanson, Mary Jane Chuba, Faye Kreitman and Marlene Lange will cover shifts along with the clerk.
- Motion by Cheney to set election judge pay for 2008 at a rate of \$7.50 per hour and mileage reimbursement to training, second by Johnson; unanimously carried.

**New Business-**

- Elections-Motion by Hovland to approve clerk recommendation of canvassing the elections the following Monday at the regular council meeting on November 10<sup>th</sup> 2008, second by Maciej; unanimously carried. Regarding elections, Dan Hovland has announced he will not seek re-election.
- Organizational Amendment Resolution discussed. Clerk informed council the publishing requirements allows for either the annual financial reports to be published in the newspaper or at three locations determined within the city. The cost for the report to be published in the paper is over \$400. Resolution names three locations for posting of the financial report as window of city hall, library and senior center. Complete copies of financial reports can be requested in writing from the clerk, and/or viewed at city hall.

Bills were audited and ordered paid in the amount of \$15,878.30. A complete list of disbursements can be viewed at city hall by request.

Meeting adjourned by Mayor Cheney at 10:30 p.m.  
Respectfully submitted Michele Caron, Clerk