

**TAYLORS FALLS CITY COUNCIL MEETING
COUNCIL CHAMBERS
MONDAY, MARCH 11, 2013 – 6:30 P.M.**

MINUTES

The Agenda for this Meeting was posted Wednesday, March 6, 2013, at City Hall, the Post Office and on the City's Web Site. Copies were e-mailed to residents requesting such, and the Press was notified.

The Taylors Falls City Council began its regular meeting on Monday, March 11, 2013 in closed session at 6:30 p.m. in the Council Chambers at City Hall, 637 First Street, Taylors Falls, Minnesota.

CALL TO ORDER

The Meeting was called to order at 6:30 p.m. by Mayor Mike Buchite.

PLEDGE OF ALLEGIANCE

All those present at the meeting recited the Pledge of Allegiance to the United States flag.

ROLL CALL

MEMBERS PRESENT: Mike Buchite, Ross Rivard, John Tangen, Larry Julik-Heine, Mary Jo Murphy

MEMBERS ABSENT: None

OTHERS PRESENT: Jo Everson, Clerk-Treasurer

ANNOUNCEMENT

The Mayor stated the Council would enter closed session for the purpose of an annual performance review of Jo Everson, the City Clerk-Treasurer.

MOTION BY JULIK-HEINE/MURPHY TO ENTER INTO CLOSED SESSION. AYES: ALL. MOTION CARRIED UNANIMOUSLY. The Council entered closed session at 6:32 p.m.

RETURN TO OPEN MEETING

The Mayor declared that the Council ended its closed meeting at 6:47 p.m.

MOTION BY TANGEN/JULIK-HEINE TO RETURN TO OPEN SESSION. AYES: ALL. MOTION CARRIED UNANIMOUSLY.

PERSONS PRESENT AT RETURN TO OPEN MEETING

MEMBERS PRESENT: Mike Buchite, Ross Rivard, John Tangen, Larry Julik-Heine, Mary Jo Murphy

MEMBERS ABSENT: None

OTHERS PRESENT: City Clerk-Treasurer Jo Everson

SUMMARY OF CLOSED MEETING

The Mayor declared the Council evaluated the job performance of Jo Everson, City Clerk-Treasurer, in its closed meeting. The closed meeting tape was sealed by the Mayor and placed in the locked employee file cabinet.

OPEN MEETING CALL TO ORDER

The Taylors Falls City Council continued their regular meeting on Monday, March 11, 2013 at 6:47 p.m. in the Council Chambers at City Hall, 637 First Street, Taylors Falls, Minnesota.

ROLL CALL

MEMBERS PRESENT: Mike Buchite, John Tangen, Larry Julik-Heine, Mary Jo Murphy

MEMBERS ABSENT: Ross Rivard

OTHERS PRESENT: Jo Everson, Clerk-Treasurer, Denise Martin from the Chisago County Press, and Dave Muller from the Ledger Press Newspaper

ADOPTION OF AGENDA

MOTION BY MURPHY/TANGEN TO APPROVE THE AGENDA, AS PRESENTED, FOR THE MARCH 11, 2013 COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

ADOPTION OF CONSENT AGENDA

MOTION BY RIVARD/TANGEN TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: MINUTES OF CITY COUNCIL MEETING HELD ON FEBRUARY 11, 2013; STAFF REPORTS; COMMISSION/BOARD OR COMMITTEE MINUTES/ REPORTS; CONSIDER APPROVAL OF CHANGE ORDER & PAYMENT TO DRESEL CONTRACTING FOR BUSINESS PARK IMPROVEMENT PROJECT; CONSIDER AUTHORIZING PAYMENT FOR CHERRY HILL PARK IMPROVEMENTS; CONSIDER AUTHORIZING PAYMENT TO INDUSTRIAL SAFETY FOR AIR PACK TESTING; CONSIDER LION'S CLUB BINGO APPLICATION; CONSIDER APRIL 17, 2013 AS DATE FOR BOARD OF APPEALS; CONSIDER AUTHORIZING SIGNATURES ON MNDNR'S PROPOSAL FOR LAND SWAP; CONSIDER AMENDMENT TO THE BY-LAWS OF THE ECONOMIC DEVELOPMENT COMMISSION; CONSIDER ECONOMIC DEVELOPMENT COMMISSION'S RECOMMENDATION TO APPOINT NEW MEMBER; CONSIDER EMPLOYEE VACATION REQUESTS; APPROVAL OF CLAIMS & PAYROLL; AND CORRESPONDENCE. MOTION CARRIED UNANIMOUSLY.

STAFF REPORTS & REQUESTS

ADMINISTRATIVE DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE FEBRUARY 2013 FINANCIAL REPORTS PRESENTED BY CLERK-TREASURER JO EVERSON.

PUBLIC WORKS DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE FEBRUARY 2013 PUBLIC WORKS DEPARTMENT REPORT PRESENTED BY SUPERINTENDENT MIKE KRIZ.

Training Requests. Public Works Superintendent Mike Kriz requested authorization to attend two training opportunities. On March 12th and 13th the University of Minnesota is sponsoring a Minnesota Shade Tree Short Course to be held at Bethel University at a cost of \$175.00. Kriz must attend training in order to retain his Tree Inspector License. The second training is sponsored by Gopher State One-Call in Ramsey, Minnesota. This free course provides information to the Public Works Department regarding the new laws and regulations required for locating underground utilities.

MOTION BY JULIK-HEINE/RIVARD TO APPROVE THE TRAINING REQUESTS FROM THE TAYLORS FALLS PUBLIC WORKS DEPARTMENT TO ATTEND THE FOLLOWING EVENTS: 1) SUPERINTENDENT MIKE KRIZ TO ATTEND THE UNIVERSITY OF MINNESOTA'S MINNESOTA SHADE TREE SHORT COURSE AT BETHEL COLLEGE ON MARCH 12 AND MARCH 13, 2013, AT A COST OF \$175.00, TO BE PAID FROM THE PUBLIC WORKS TRAINING BUDGET ACCOUNT (43100-208); FOR PUBLIC WORKS EMPLOYEES MIKE KRIZ AND BILL NESKA TO ATTEND THE GOPHER STAE ONE-CALL TRAINING ON MARCH 20, 2013 IN RAMSEY, MINNESOTA, AT NO COST TO THE CITY. MOTION CARRIED UNANIMOUSLY.

Consider Approval of Costs for Check Valve Replacement. Public Works Superintendent Mike Kriz explained in his report to the Council, that there are two pumps in Lift Station #2, so that if one fails the other can take over. There are also two check valves on each pump that hold back the flow once it has been pumped. One of the check valves failed last week, which caused the pump to run excessively. The pump had to be turned off and one side of the system shut down. This leaves the lift station vulnerable to failure. The Public Works Council Liaisons determined that the necessary repair was deemed an emergency, and approved the repairs, the cost of which may exceed the \$1,000.00 limit that requires Council pre-approval. Therefore the request is before the Council tonight.

MOTION BY JULIK-HEINE/RIVARD TO APPROVE THE REPAIRS TO THE LIFT STATION #2, AT A COST YET TO BE DETERMINED. MOTION CARRIED UNANIMOUSLY.

PLANNING & ZONING DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE FEBRUARY 2013 PLANNING & ZONING

DEPARTMENT REPORT PRESENTED BY COORDINATOR-ZONING ADMINISTRATOR ADAM BERKLUND.

CHISAGO COUNTY SHERIFF'S DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA SERGEANT SHANE CARROLL'S FEBRUARY 2013 CHISAGO COUNTY SHERIFF'S DEPARTMENT REPORTS.

FIRE DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA FIRE CHIEF AL RIVARD'S DECEMBER 2012, JANUARY AND FEBRUARY 2013 FIRE DEPARTMENT REPORTS.

CITY ATTORNEY

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE JANUARY AND FEBRUARY 2013 BILLING STATEMENTS FROM THE CITY ATTORNEY'S OFFICE OF KELLY AND LEMMONS, P.A.

COMMISSION, BOARD OR COMMITTEE MINUTES/REPORTS

LIBRARY BOARD

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS LIBRARY BOARD MEETING HELD ON FEBRUARY 27, 2013.

UNFINISHED BUSINESS

None.

NEW BUSINESS

CONSIDER SIGN PERMIT APPLICATION

The Taylors Falls Historical Society submitted an application to place a 48" x 32" sign at the lower level of the Memorial Community Center on the north side of the building. The sign will say "*Taylors Falls Historical Society Visitor Center, Open Memorial Day Weekend through September; Friday, Saturday, Sundays, Holidays; 12:30-4:30; Folsom House Tours Start Here*". Because the building is historic and designated as such, a site alteration permit application must be reviewed by the Heritage Preservation Commission (HPC). However, the City owns the building, and has final authority to approve or disapprove the installation of the sign.

Council Member John Tangen (liaison to the Heritage Preservation Commission), requested the issue be tabled in order to allow the full HPC to comment, and to research if there would be legal issues allowing only one organization to advertise on the building, without allowing others who may request the same (he referenced the Lions Club, the Log Jam Jammers, and the Cloggers who use the Community Center frequently). Tangen also reported that he had been contacted by a veteran who questioned the placement of a sign on a building memorialized to the veterans, to be used for community events, not for a commercial venue to be advertised with a large sign on the building.

MOTION BY TANGEN/MURPHY TO TABLE FURTHER CONSIDERATION OF THE SIGN PERMIT APPLICATION BY THE TAYLORS FALLS HISTORICAL SOCIETY TO PLACE A LARGE SIGN ON THE MEMORIAL COMMUNITY CENTER UNTIL SUCH TIME ADDITIONAL INFORMATION IS PROVIDED TO THE COUNCIL ADDRESSING THE CONCERNS EXPRESSED BY COUNCIL MEMBER TANGEN. MOTION CARRIED UNANIMOUSLY.

CONSIDER DONATION REQUESTS

The City recently received two donation requests; 1) Chisago County Senior Center requesting a donation to offset the expenses for the 2012 cost of providing to Taylors Falls residents (less than 1% of the total number of persons assisted in Chisago County). 2) Woody McBride, the Coordinator for events in St. Croix Falls, requesting Taylors Falls sponsor a night at their "Music on the Overlook 2013".

Mayor Buchite explained that while both requests were for great causes, the City simply did not have the funding necessary to contribute to the many worthy requests the City receives each year. It was agreed that the City would continue to limit contributions only to the events that directly affect Taylors Falls residents, those being the Wannigan Day Events, the Lighting Festival Events, and the Initiative Foundation.

MOTION BY MURPHY/JULIK-HEINE TO DENY, WITH REGRETS, THE DONATION REQUESTS FROM THE CHISAGO COUNTY SENIOR CENTER AND THE "MUSIC ON THE OVERLOOK, 2013". MOTION CARRIED UNANIMOUSLY.

CONSIDER INCREASE IN COST ESTIMATES FOR MEMORIAL COMMUNITY CENTER IMPROVEMENT PROJECT

Kevin Hays Construction has completed the improvement project at the Memorial Community Center, and submitted his final pay requests. Overages were a minimal \$2,206.85, with a total of \$10,046.85 owed to Kevin Hays. The Council was in agreement that the kitchen and bathroom look phenomenal. The Mayor thanked several volunteers who have donated their time and talent to this project; they were Barbara Nelson, Joan Dillon, Mark Adams, Council Member Mary Murphy, and the Public Works crew Mike Kriz and Bill Neska.

MOTION BY JULIK-HEINE/TANGEN TO AUTHORIZE THE FINAL PAYMENT OF \$10,046.85 TO KEVIN HAYS CONSTRUCTION FOR HIS WORK ON THE TAYLORS FALLS MEMORIAL COMMUNITY CENTER IMPROVEMENT PROJECT. MOTION CARRIED UNANIMOUSLY.

CONSIDER APPROVAL OF CHANGE ORDER & PAYMENT TO DRESEL CONTRACTING

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE CHANGE ORDER #1 FOR THE TAYLORS FALLS BUSINESS PARK IMPROVEMENTS, FOR VARIOUS CHANGES IN THE FIELD, TOTALLING \$3,567.48.

THE CITY COUNCIL AUTHORIZED BY CONSENT AGENDA THE PAYMENT OF \$44,717.06 TO DRESEL CONTRACTING, CHISAGO CITY, MINNESOTA, FOR PAYMENT OF WORK COMPLETED TO DATE ON THE TAYLORS FALLS BUSINESS PARK IMPROVEMENT PROJECT.

CONSIDER AUTHORIZING PAYMENT FOR CHERRY HILL PARK IMPROVEMENTS

THE CITY COUNCIL AUTHORIZED BY CONSENT AGENDA PAYMENT OF \$140.00 TO LEO NELSON, FOR REIMBURSEMENT OF EXPENSES RELATED TO THE CHERRY HILL PARK (FUND 402).

CONSIDER AUTHORIZING PAYMENT TO INDUSTRIAL SAFETY

THE CITY COUNCIL AUTHORIZED BY CONSENT AGENDA PAYMENT OF \$1,366.80 TO INDUSTRIAL SAFETY, INC. FOR AIR PACK TESTING, TO BE PAID FROM THE FIRE DEPARTMENT REPAIRS AND MAINTENANCE BUDGET ACCOUNT (42260-404).

CONSIDER APPROVING EXCLUDED BINGO REQUEST BY TF LIONS CLUB

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE REQUEST FROM THE TAYLORS FALLS LIONS CLUB TO CONDUCT EXCLUDED BINGO AT THE TAYLORS FALLS MEMORIAL COMMUNITY CENTER ON MARCH 22, 2013.

CONSIDER APRIL 17, 2013 AS DATE FOR BOARD OF APPEALS

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE DATE OF WEDNESDAY, APRIL 17, 2013 AT 6:00 P.M. AS THE 2013 BOARD OF APPEALS AND EQUALIZATION FOR THE CITY OF TAYLORS FALLS.

CONSIDER AUTHORIZING SIGNATURES ON MNDNR'S PROPOSAL FOR LAND SWAP

In 2009 Taylors Falls entered into an agreement to accomplish a State Park/City land swap in order to obtain property for the purpose of a parking lot expansion at the Community Center. The Minnesota Department of Natural Resources was able to remove a section of property from within the State Park

boundaries, which could only be done through legislative action. However, upon completion of legislature, a conflict arose regarding the valuation of both property parcels. This was resolved by Chisago County Assessor Patrick Poshek who wrote a letter on behalf of Taylors Falls determining the values to be the same, despite the fact one is ½ acre (City's) and the other 5.1 acres (Park). Property values were equaled since the State Park's property had a right to build value while the City's did not.

The next step in the acquisition would be to complete and sign the Proposal for Land Exchange Application completed with supporting documentation. The land swap may be completed by fall of 2013.

THE CITY COUNCIL AUTHORIZED BY CONSENT AGENDA THE SIGNATURES OF THE MAYOR ON THE APPLICATION ON THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES PROPOSAL FOR LAND SWAP OF PROPERTIES IDENTIFIED IN TAYLORS FALLS AS R20.00518.00 AND R20.00260.00.

CONSIDER AMENDMENT TO THE BY-LAWS OF THE TF EDC

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE AMENDED BY-LAWS OF THE TAYLORS FALLS ECONOMIC DEVELOPMENT COMMISSION, INCREASING MEMBERSHIP TO SEVEN (7) MEMBERS.

CONSIDER APPOINTMENT OF NEW MEMBER TO EDC

THE CITY COUNCIL APPCEPTED BY CONSENT AGENDA, THE RECOMMENDATION TO APPROVE THE APPOINTMENT OF BARBARA NELSON TO THE TAYORS FALLS ECONOMIC DEVELOPMENT COMMISSION, WHO'S TERM SHALL EXPIRE DECEMBER 31, 2014.

CONSIDER EMPLOYEE VACATION REQUESTS

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE VACATION REQUEST FROM COORDINATOR-ZONING ADMINISTRATOR ADAM BERKLUND FOR JULY 1ST – JULY 8TH FOR A TOTAL OF 30 HOURS, AND FROM JULY 26TH – 30TH FOR A TOTAL OF 10 HOURS..

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE VACATION REQUEST FROM CITY CLERK-TREASURER JO EVERSON FOR AUGUST 12TH – AUGUST 23RD FOR A TOTAL OF 72 HOURS.

APPROVAL OF CLAIMS & PAYROLL

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT OF CHECK NUMBERS 25087 - 25129 TOTALLING \$125,670.90, AND CHECK NUMBERS 6287 – 6295 TOTALLING \$11,496.76 FOR FEBRUARY PAYROLL.

LIAISON OR COUNCIL MEMBER REPORTS

Larry Julik-Heine reported that he, Mayor Buchite and Coordinator-Zoning Administrator Adam Berklund recently met with Jeff Fertig, Chisago County Wetland Specialists and Lynda Peterson from the Minnesota Board of Water Resources. The group met to discuss the proposed Valley View Trail with hopes of resolving the dilemma of the wetland area that the City will need to address before the Trail can move forward. They were told that this particular wetland is unique in that it is the only one in Chisago County with this type of distinctive vegetation. There may be a possibility that a raised boardwalk area could be constructed over that particular area allowing the user to actually view the wetland as part of the trail. This would be a cost effective alternative to filling in the wetland or rerouting the trail.

Julik-Heine also reported that the 2013 Highway 95 MnDOT Improvement Project will begin mid-April. The project will require alternating lane closures in downtown Taylors Falls. Construction in downtown Taylors Falls is expected to be complete by late May. Highway 95 north of Taylors Falls to the Sunrise River will be closed with local access only. Detour routes will be posted.

John Tangen reported that he would be attending a meeting of the Shafer Township Board to present the proposed 2013 Fire Contract.

Mayor Mike Buchite pledged that his goal for 2013 was to limit Council Meetings to the second Monday of each month, rather than the second AND the fourth Mondays. However, he reported that the Council would need to meet on March 25th to receive the 2012 financial audit.

Mary Murphy reported that the EDC may be changing their meeting times from mornings to afternoons.

CORRESPONDENCE

THE CITY COUNCIL ACKNOWLEDGED BY CONSENT AGENDA THE FOLLOWING CORRESPONDENCE PROVIDED IN THE MARCH 11, 2013 CITY COUNCIL MEETING PACKET:

1. NOTICE FROM EVERGREEN RECYCLING, RE: RATES
2. NOTICE FROM XCEL ENERGY, RE: CREDIT FOR SERVICE INTERRUPTIONS DURING 2012
3. PUBLIC HEARING NOTICE, RE: XCEL ENERGY RATE INCREASE
4. NOTICE FROM MIDCONTINENT, RE: EQUAL EMPLOYMENT OPPORTUNITY
5. STAFF CORRESPONDENCE & EMAIL'S

ADJOURNMENT

MOTION BY MURPHY/JULIK-HEINE TO ADJOURN THE MEETING OF THE TAYLORS FALLS CITY COUNCIL HELD THIS MARCH 11, 2013. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 7:14 p.m.

Michael D. Buchite, Mayor

Jo Everson, Clerk-Treasurer

APPROVED: APRIL 8, 2013

Taylor Falls Economic Development Commission Rules and Bylaws

Article I Introduction

Section 1 Purpose.

The City of Taylor Falls Economic Development Commission desires to conduct its business and perform all of its responsibilities and duties in an orderly, efficient, fair, and lawful manner. These Rules and Bylaws are established for that purpose.

Section 2 Application of Rules and Bylaws.

Unless otherwise specifically indicated, these Rules and Bylaws shall apply to the transaction and administration of all Economic Development Commission business and the conduct of all its meetings.

Section 3 Compliance With Applicable Law.

It is the specific intent of the Commission to perform all of its responsibilities and conduct all of its meetings in accordance with all applicable federal law, state statutes and regulations, and official controls enacted by the City of Taylor Falls. The Rules and Bylaws and all actions of the Commission shall be in accordance with all relevant federal and state law and official controls enacted by the City of Taylor Falls.

Section 4 Non-exclusivity of Rules and Bylaws.

These Rules and Bylaws are not and cannot be the totality of all regulations governing the Economic Development Commission activity. Federal law, state law, and official controls enacted by the City of Taylor Falls should also be reviewed by all participants in Economic Development Commission matters.

Article II Membership

Section 1 Original number of voting members.

The Economic Development Commission consists of eleven (11) voting members at its establishment, as outlined in Chapter 2, Section 245 of the City Code.

Section 2 Subsequent number of voting members.

If a vacancy occurs and the Commission determines that a lesser number of voting members than eleven (11) serves the needs of the City, it may recommend to the City Council to reduce the number of members, but at least five (5) voting members must be maintained.

If the number of members is reduced below the original eleven (11) voting members, the Commission may also recommend to the City Council to increase the number of members if it is determined that serves the needs of the City.

Whether increasing or decreasing the number of members, Section 3 of Article II must be amended by the City Council which identifies and establishes the current number of voting

members in the Commission.

Section 3 Current number of voting members.

The number of voting members as of this date of amendment (March 11, 2013) is seven (7).

The number of voting members as of this date of amendment (February 14, 2011) is five (5).

The number of voting members as of this date of amendment (March 12, 2007) is seven (7).

The number of voting members as of this date of amendment (November 28, 2005) is nine (9).

The number of voting members as of the adoption of these bylaws on May 20, 1999 is eleven (11).

One (1) alternate member may be appointed, who shall be a resident of the City. An alternate member may partake in discussion at the Commission table, but cannot vote if a quorum of the Commission is present. If a quorum of the Commission is not present, the alternate member may vote. Additionally, in the event a full member of the Commission resigns his/her position, the Commission may make a recommendation to the City Council that the alternate member be appointed as a full member. Only the City Council shall have the final authority to appoint members, whether alternate or full, to the Commission membership.

Section 4 Quorum.

To hold a valid meeting or take action on any business at a meeting, the Commission must have a quorum of a simple majority of its current voting membership as specified in Section 3.

Section 5 Conflict of Interest

Upon taking office, a member is expected to make the interest of the EDC and City paramount over personal interests on any matter related currently or prospectively to the projects and responsibilities of the EDC. A member may not use his or her board position to make personal profit or to gain other advantages. If a member has personal interest in a contract or transaction to which the EDC or the City is a party, or has indirect interest because of employment or investment with a person or organization with which the EDC is dealing, the member must disclose the existence of the interest, and describe the nature of the interest to the EDC prior to the time the board takes any action with respect to the person or organization. The interested member may be counted in determining the presence of a quorum, but must abstain on any discussion or vote taken in which there exists a conflict of interest. An interested member must excuse himself or herself from the board table during the discussion and vote. This section is not to be interpreted as a prohibition of members doing business with the EDC as long as there is full disclosure of the cost to the EDC and the City and is reasonable and competitive with that of other vendors.

Article III Officers And Duties

Section 1 Officers Designated.

The officers of the Commission shall be the chair, vice-chair, secretary and financial liaison, who shall be elected from the regular membership of the Commission.

Section 2 Election of Officers.

Officers shall be elected at the first regularly scheduled meeting of the new calendar year. They shall serve for one year and shall be eligible for re-election.

Section 3 Duties of Officers.

3.01 Chair. The chair shall have the following responsibilities:

- (1) Supervise the affairs of the Commission.
- (2) Preside at all meetings.
- (3) Be ex-officio member of all committees.
- (4) May vote on all issues.
- (5) Schedule special meetings.
- (6) Determine the meeting location in the event change is needed prior to a regularly scheduled meeting.
- (7) Set the agenda for Commission meetings in cooperation with the Secretary.

3.02 Vice chair. The Vice-chair shall have the following responsibilities:

- (1) Perform those duties delegated by the chair.
- (2) Act as chair in the event of the chair's illness, disability, absence from a meeting, absence from City or not being readily able to function as chair.

3.03 Secretary. The secretary shall have the following responsibilities:

- (1) Serve as parliamentary advisor.
- (2) Act as temporary chair in absence of the chair and vice-chair.
- (3) Record and maintain a record of minutes of the meetings of the Commission.
- (4) Process and maintain all information relating to the Commission's business.
- (5) Post meeting notices.
- (6) Keep Commission member's notebooks up-to-date.
- (7) Perform all general correspondence for the Commission.

The Commission may appoint a person to assist the Secretary to perform duties. This person shall not be a member of the Commission nor act without the approval of the Secretary.

3.04 Financial Liaison. The financial liaison shall have the following responsibilities:

- (1) Develop and keep a record of the Commission's annual budget.
- (2) Work with the City Clerk-Treasurer on fiscal matters.
- (3) Provide financial reports to the Commission.

Section 4. Vacancies of Officers and Members.

4.01 Chair.

In the absence of the chair, the vice-chair shall be chair.

4.02 Vice-chair or Secretary.

If a vacancy occurs in the office of vice-chair or secretary, the Commission shall elect a member to fill the remaining time left in the term.

4.03 Chair and Vice-chair.

If at a meeting of the Commission neither the chair nor vice-chair are present, the secretary shall conduct the meeting until the members have elected a chair for the meeting.

4.04 Members.

If a Commission member has three unexcused absences within any calendar year, the Commission chair shall declare the member removed for non-attendance and the position vacant. The chair shall promptly notify the Commission of any vacancies occurring in its membership and take action according to Article II, Section 2. Absences shall be considered excused if the chair is notified in advance of the meeting that the member is unable to attend for a just cause.

Article IV Meetings

Section 1 Notices.

Notices of all meetings of the Economic Development Commission shall be made in a manner in accordance with all statutory and ordinance notification requirements.

Section 2 Inclusions

2.01 Project Site Viewing.

The Commission, the Commission chair or thirty percent (30%) of Commission members may call for a project site viewing for the purpose of viewing the site of a proposed project or action subject to review and/or approval by the Commission.

2.02 Workshops and General Purposes.

Workshops and other meetings of the Economic Development Commission, whose sole purpose is for general informational and/or educational purposes and not for transaction of any public business, shall be included in these rules.

Section 3 Meetings.

3.01 Open Meetings and Records.

All meetings of the City of Taylors Falls Economic Development Commission shall be open to the public. The votes of the members of the Commission on any action shall be recorded in the minutes, and the minutes shall be available to the public during all normal business hours in the offices of the City of Taylors Falls.

3.02 Information Property of City of Taylors Falls.

All documents submitted to the Economic Development Commission for meeting purposes become the property of the City of Taylors Falls.

3.03 Record Maintenance.

The Secretary shall be required to maintain all records gathered during public meetings.

Section 4 Meeting Records.

Minutes of all public meetings shall be prepared by or under the direction of the Secretary. Transcripts of public meetings are not ordinarily prepared. The public is specifically allowed to preserve and record the proceedings of the Economic Development commission by using voice recording instruments, court reporters, stenographers, or other reasonable means of record preservation.

A subcommittee of the Commission must keep minutes of its meetings. A quorum of Commission members at a subcommittee meeting constitutes a meeting of the Economic Development Commission.

Section 5 Meeting Arrangements.

5.01 Date.

The Economic Development Commission shall normally meet on the third Thursday of each month. If the regular meeting date falls on a public holiday or if the commission's regular meeting site is not available, the chair may reschedule the regular meeting date.

5.02 Time.

The time of the meetings shall be set by the Chair and shall be generally convenient for members, staff and the public.

5.03 Location.

The location of meetings of the Economic Development Commission shall be held in the Lower Level Conference Room at City Hall. If the site is not available, the chair shall select an alternative meeting location which shall be convenient and suitable for the members and the general public.

5.04 Additional Meetings.

The Commission, the Commission Chair or thirty percent (30%) of Commission members may call special meetings in accordance with all applicable federal law, state statutes and regulations, and official controls enacted by the City of Taylors Falls.

Section 6 Order of Business.

6.01 The following shall be the order of business of Commission meetings:

- (a) Call to order.
- (b) Roll call
- (c) Approval of the agenda.
- (d) Approval of minutes of the previous meeting.
- (e) Correspondence and communications.
- (f) Reports of committees.
- (g) Unfinished business.
- (h) New business.
- (i) Citizen/visitor presentations.
- (j) Commission member presentations.
- (k) Adjournment.

Section 7 Parliamentary Procedure.

7.01 Robert's Rules of Order.

Robert's Rules of Order, Revised, shall govern the conduct of the meeting except when federal laws, state statute, City ordinances and policies, and these rules state otherwise.

7.02 Parliamentary rulings.

The Secretary shall serve as the parliamentary advisor, interpreting Robert's Rules of Order for the Commission. The Chair shall make all parliamentary rulings.

Article V Bylaw Amendments

Section 1 Amendment recommendation.

The Rules and Bylaws may be changed by a two-thirds approval of the Commission. The bylaw change must be approved by the City Council.

Section 2 Amendment adoption.

After the City Council has approved the bylaw changes, the Commission shall make the amended bylaws available for use by the members and public.