

**TAYLORS FALLS CITY COUNCIL MEETING
COUNCIL CHAMBERS
MONDAY, FEBRUARY 8, 2016 – 6:30 P.M.**

MINUTES

The Agenda for this Meeting was posted Wednesday, July 8, 2016 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, FEBRUARY 8, 2016 in closed session at 6:30 p.m. in 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, Mary Jo Murphy, John Tangen

MEMBERS ABSENT: Larry Julik-Heine

OTHERS PRESENT: Adam Berklund – Coordinator/ZA

APPOINT SECRETARY

MOTION BY MURPHY/RIVARD TO APPOINT JOHN TANGEN AS SECRETARY FOR THE CLOSED SESSION PORTION OF THIS MEETING. MOTION CARRIED UNANIMOUSLY.

ANNOUNCEMENT

The Mayor stated the Council would enter closed session for the purpose of a special performance review of Adam Berklund, Coordinator – Zoning Administrator.

MOTION BY MURPHY/RIVARD TO ENTER INTO CLOSED SESSION. AYES: ALL. MOTION CARRIED UNANIMOUSLY. The Council entered closed session at 6:35 p.m.

RETURN TO OPEN MEETING

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

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

PERSONS PRESENT AT RETURN TO OPEN MEETING

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

MEMBERS ABSENT: None

OTHERS PRESENT: Adam Berklund, Coordinator – Zoning Administrator

SUMMARY OF CLOSED MEETING

The Mayor declared the Council evaluated the job performance of Adam Berklund, Coordinator – Zoning Administrator 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, February 8, 2016 at 6:48 p.m. in the Council Chambers at City Hall, 637 First Street, Taylors Falls, Minnesota.

ROLL CALL

MEMBERS PRESENT: Mike Buchite, Ross Rivard, Mary Jo Murphy, John Tangen

MEMBERS ABSENT: Larry Julik-Heine

OTHERS PRESENT: Mary Tomnitz, Clerk – Treasurer, Adam Berklund – Coordinator/ZA, Paul Ringnell – Chisago County Press, Reid Gacke – Ledger Press, Barb Anderson, Kevin Schumann, Carol Schumann.

ADOPTION OF AGENDA

The Agenda was amended adding #12 – **Consider Elevator Repairs**

MOTION BY MURPHY/TANGEN TO APPROVE THE AGENDA, AS AMENDED, FOR THE FEBRUARY 8, 2016 TAYLORS FALLS CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

ADOPTION OF CONSENT AGENDA

MOTION BY RIVARD/MURPHY TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: STAFF REPORTS; COMMISSION/BOARD OR COMMITTEE MINUTES/ REPORTS; CONSIDER PAYMENT OF CERTAIN INVOICES; CONSIDER APPROVAL OF EXCLUDED BINGO FOR TAYLORS FALLS LIONS CLUB; CONSIDER SKID STEER REPLACEMENT; APPROVAL OF CLAIMS & PAYROLL; AND CORRESPONDENCE. MOTION CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS CITY COUNCIL MEETING MINUTES

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE MINUTES OF THE JUNE 25 & 30, 2016 CLERK – TREASURER CITY COUNCIL INTERVIEW MINUTES.

PUBLIC FORUM

STAFF REPORTS & REQUESTS

ADMINISTRATIVE DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE JUNE 2016 FINANCIAL REPORTS PRESENTED BY COORDINATOR/ZONING ADMINISTRATOR ADAM BERKLUND.

CHISAGO COUNTY SHERIFF'S DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA SERGEANT SHANE CARROLL'S JUNE 2016 CHISAGO COUNTY SHERIFF'S DEPARTMENT REPORTS.

PUBLIC WORKS DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA PUBLIC WORKS SUPERINTENDENT MIKE KRIZ'S JUNE 2016 PUBLIC WORKS REPORT.

CITY ATTORNEY

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE JUNE 2016 BILLING STATEMENTS FROM THE CITY ATTORNEY'S OFFICE OF KELLY AND LEMMONS, P.A.

COMMISSION, BOARD OR COMMITTEE MINUTES/REPORTS

TAYLORS FALLS PUBLIC LIBRARY

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS LIBRARY BOARD MEETING HELD ON JANUARY 27, 2016.

OLD BUSINESS

CONSIDER BOLTON & MENK PROPOSAL FOR WEST STREET PAVING PROJECT

The West Street paving project for 2016 is again expected to cost over \$100,000 so it will need to go through the competitive bidding process. City engineer Steve Heth's proposal from last year is already paid for which provides specifications for a full reclamation, 12" of granular base and 2.5" of bituminous surface. There will also be two culverts replaced at Walnut Street and curb and gutter in front of the Baptist Church. Bolton & Menk will provide all bidding documents, advertise properly, open/review/recommend received bids, coordinate pre-construction meeting and follow up on the project through payment.

Bids are expected to be published Thursday February 4, to be opened March 9, 2016 at 10:00 a.m. at City Hall in Council Chambers. Bids will be reviewed and acted on at the March 14th Council meeting.

MOTION BY RIVARD/MURPHY TO AUTHORIZE BOLTON & MENK TO PREPARE AND DELIVER ADVERTISEMENT FOR BID TO LEGAL NEWSPAPER AND APPROPRIATE TRADE PUBLICATIONS, AND ATTEND BID OPENING, REVIEW BIDS, AND MAKE RECOMMENDATION TO CITY FOR AWARDED CONTRACT.

NEW BUSINESS

CONSIDER 2015 STEWARDSHIP AWARD RECIPIENT

Mayor Buchite is recommending Kevin Schumann:

This year's Stewardship recipient Kevin Schumann is deserving of the 2015 Stewardship award for many reasons other than being pastor at the First Baptist Church in Taylors Falls. Kevin was instrumental in speaking out against the vandalism that began on West Street in 2002 and continued for several years. He invited the community to meet at the Baptist Church on a regular basis for as long as needed to find the best way to overcome the problems we were facing. He helped form the Crime Watch Group by reaching out to the Sheriff's Department, Community Partnership with Youth and Families, and other organizations, and he made himself available 24 hours a day to anyone who was impacted by these problems. Kevin volunteers his time to unlock the school playground each morning and lock it up each evening so it will be available to local families and their children.

Many years ago Kevin approached the Taylors Falls Elementary School principal and asked if they would allow him to provide an appreciation luncheon for educational staff to thank them for everything they do for our children. The result is an annual luncheon held on a day in February when there are no classes so everyone who works at the school can attend, and it's held at the Baptist Church so school staff can just walk across the street. It has been hosted by members of the four churches in town for the past 17 years, with each church providing a portion of the meal on a rotating basis. Tables are decorated, volunteers from the four churches serve the meal, and school administration, teachers and staff are treated as guests.

Kevin also brought together the churches in town to form the ecumenical group Together with Friends Summer Day Camp for children entering grades 2-6, which has met each summer for 19 years at Taylors Falls' churches on a rotating basis. Kevin serves as the director, and many of these young people learn leadership skills and become junior leaders over time. All children are welcome, and no child is turned away due to inability to pay.

"I have always found Kevin to be caring, pleasant and helpful and supportive of our community, and believe Taylors Falls is a better place because he lives here" complimented Barb Anderson, a friend and former recipient of this award. It is true; his sense of pride is apparent as one looks at his many contributions over the years, which have helped improve the quality of life in Taylors Falls.

We believe Kevin Schumann has earned the right to be selected and honored as the Taylors Falls 2015 Stewardship Award recipient. On behalf of the citizens of the City of Taylors Falls, we offer to you, our humble and heartfelt appreciation for all that you have done and continue to do to make Taylors Falls a better place to live.

MOTION BY TANGEN/MURPHY TO ACCEPT RECOMMENDATION FROM MAYOR BUCHITE AND AWARD THE 2015 ST. CROIX RIVER VALLEY STEWARDSHIP AWARD TO KEVIN SCHUMANN.

MOTION CARRIED UNANIMOUSLY

CONSIDER RESOLUTION 16-02-01 ESTABLISHING GUIDELINES FOR BUSINESS PARK INCENTIVES

Taylors Falls was awarded \$100,000 in the 2015 Legislative Session to be used for economic development, redevelopment, and job creation programs and projects. Mayor Buchite has been working several years on finding a way to better compete with Wisconsin for businesses to locate in our business park. Finally having the funding, the City must establish guidelines for this program.

What is proposed is to use \$100,000 on the four platted lots in the business park. This would allow for each lot to receive \$25,000 over the course of five years (\$5,000 per year). The Minnesota Department of Employment and Economic Development (DEED) will disburse these funds at the end of each year. DEED also requires a backup plan in case the business park program doesn't work. What is proposed for a backup plan is to use the funds on the Downtown Commercial property for a Redevelopment Project.

MOTION BY MURPHY/RIVARD TO APPROVE RESOLUTION 16-02-01 ESTABLISHING GUIDELINES FOR BUSINESS PARK INCENTIVES.

MOTION CARRIED UNANIMOUSLY

CONSIDER RESOLUTION 16-02-02 REMOVING SPECIAL CHARGES

With a change in ownership at the same time the City had a change in Staff led to confusion in who owes what on the water/sewer bill for 812 Chisago Street. This resolution will allow for removal from the County's assessment and allow more time for the previous owner to pay their portion. It also requires them until November 1, 2016 to be paid in full (\$344.91), while still accruing late charges.

MOTION BY TANGEN/MURPHY TO APPROVE RESOLUTION 16-02-01 REMOVING SPECIAL CHARGES OF \$344.91 FROM 812 CHISAGO STREET WHILE ACCRUING LATE CHARGES UNTIL NOVEMBER 1, 2016.

MOTION CARRIED UNANIMOUSLY

CONSIDER TAYLORS FALLS REVOLVING LOAN PROGRAM

In October of 2015 council decided on some specifics for the City's Revolving Loan Program which is part of the 2006 Small Cities Grant. Specifics discussed were dollar amount, term, interest rate, review board, eligible improvements, application process, disbursement process and guaranteeing repayment.

What we have decided was:

- Minimum \$500; Maximum \$5,000
- Interest rate of 1%
- Term of \$500 – 2,499 = 2.5 years; \$2,500 – 5,000 = 5 years
- Curb Appeal Improvements
- Review Board of Staff and Mary Murphy
- Application is attached
- Disbursement upon receipts following completion
- Guaranteeing payment (Attorney will provide by Monday night)

MOTION BY TANGEN/MURPHY TO APPROVE PROGRAM & APPLICATION PRESENTED BY STAFF.

FURTHER MOVED TO APPOINT COUNCIL MEMBER MURPHY TO THE REVIEW BOARD.

MOTION CARRIED UNANIMOUSLY

CONSIDER SETTLEMENT WITH LEAGUE OF MINNESOTA CITIES FOR STOLEN TRAILER

On October 13, 2015 the public works department noticed that the trailer bought to transport the City's skid steer was missing and filed a report with the Chisago County Sheriff's Department. Without any results, the City filed a claim with the League of Minnesota Cities which resulted in a settlement offer of \$2,800. Minus the \$250 deductible the City would receive \$2,550. The City must accept before we would receive the settlement.

MOTION BY RIVARD/MURPHY TO APPROVE SETTLEMENT WITH LEAGUE OF MINNESOTA CITIES TO ACCEPT THE \$2,800.00 MARKET VALUE SETTLEMENT MINUS \$250.00 DEDUCTIBLE, NETTING \$2,550.00.

MOTION CARRIED UNANIMOUSLY.

CONSIDER CLERK TREASURER TRAINING REQUEST

New Clerk/Treasurer Mary Tomnitz is requesting to attend the 2016 MCFOA Annual Conference. This year it is being held in St. Cloud from March 15 – 18. Registration for the conference is \$265.00, hotel is \$370.53, and mileage is \$101.08, totaling \$736.61. This money is available in the Training and Instruction fund (208).

Conference workshops include:

- 2016 Election: Providing Services to Exceed Voter Expectation
- Financing Options for Your City
- A Deep Dive in Liquor Licensing Old and New
- Records and Management Essentials
- Data's Inferno: Data Management

MOTION BY MURPHY/TANGEN TO APPROVE REQUEST FORM CLERK-TREASURER TO ATTEND THE 2016 MCFOA ANNUAL CONFERENCE IN ST. CLOUD FROM MARCH 15-18 AT A COST OF \$736.61 TO BE PAID FROM THE TRAINING AND INSTRUCTION FUND (208).

MOTION CARRIED UNANIMOUSLY

CONSIDER PUBLIC WORKS SUPERINTENDENT TRAINING REQUEST

Public Works Superintendent Mike Kriz's wastewater license is set to expire on June 1, 2016. To keep it valid and renew it, he will need to obtain the required hours of training. He is requesting to attend the MPCA Operator's Conference from March 23 to the 25th in Brooklyn Park at a cost of \$300.

MOTION BY TANGEN/RIVARD TO APPROVE REQUEST FROM PW SUPERINTENDENT MIKE KRIZ TO ATTEND THE 2016 ANNUAL WASTEWATER OPERATIONS CONFERENCE IN BROOKLYN PARK, MN FROM MARCH 23-25 AT A COST OF \$300.00 TO BE PAID FROM THE TRAINING AND INSTRUCTION FUND (208).

MOTION CARRIED UNANIMOUSLY

CONSIDER REPAIRS TO WELL NUMBER THREE

On Sunday January 31, Well #3 went down. PW had Andrie Electric take a look at it and thought the motor may have burned out. PW Superintendent Mike Kriz would like authorization to have E.H. Renner to come out and fix.

MOTION BY RIVARD/MURPHY TO AUTHORIZE E. H. RENNER TO REPAIR WELL NUMBER THREE TO BE PAID FROM THE WATER FUND (601).

MOTION CARRIED UNANIMOUSLY.

CONSIDER REPAIRS TO THE ELEVATOR

On Friday February 5, John Bennett the elevator inspector from the Minnesota Department of Labor stopped in to look at the City Hall elevator. Since it has been a while and regulations have changed there is a long list of requirements.

- Install emergency signs at hall stations (lobby).
- Install a key box labeled ELEVATOR PERSONNEL ONLY located in the machine room.
- Tag, identify and install all required keys in the ELEVATOR PERSONNEL ONLY key box located in the machine room.
- Provide up to date wiring diagrams.
- Provide a written maintenance control program.
- Provide emergency evacuation procedures for the elevators.
- Provide maintenance records including callback & repair logs
- Provide oil usage records.
- Perform & log monthly emergency operation firefighters test Phase 1 & 2.
- Install periodic test tag on controller & fill out.
- Provide proper protection of light bulb and/or tubes in elevator.
- Clean elevator pit
- Maintain a dry water & oil free elevator pit.
- Clean rusting elevator pit equipment and repaint.

Since this may be costly PW is requesting pre-authorization.

MOTION BY MURPHY/RIVARD TO AUTHORIZE PUBLIC WORKS SUPERINTENDENT TO CONTACT SCHINDLER TO COME OUT AND MAKE REPAIRS REQUIRED BY THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY.

CONSIDER PAYMENT OF CERTAIN INVOICES

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT OF \$2,801.62 TO BOYER TRUCKS FOR REPAIRS TO THE PLOW TRUCK; \$1,752.82 TO HD SUPPLY FOR THE PURCHASE OF WATER METERS; \$1,554.05 TO WAUSAU ELECTRIC FOR STREET LIGHT REPAIRS; AND \$1,164.79 TO JEFF'S SMALL ENGINE FOR NEW EQUIPMENT.

CONSIDER APPROVING EXCLUDED BINGO FOR LIONS CLUB

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO APPROVE THE REQUEST FROM THE TAYLORS FALLS LIONS CLUB TO CONDUCT EXCLUDED BINGO AT THE TAYLORS FALLS MEMORIAL COMMUNITY CENTER ON MARCH 18, 2016.

CONSIDER SKIDSTEER EXCHANGE

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO APPROVE THE EXCHANGE OF THE PUBLIC WORKS NEW HOLLAND SKID STEER AT A COST OF \$800.00 TO BE PAID FROM THE MACHINERY RENTALS/LEASE FUND (416).

APPROVAL OF CLAIMS & PAYROLL

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT OF CHECK NUMBERS 29044 – 29080 TOTALLING \$51,702.86 IN EXPENDITURES, AND CHECK NUMBERS 7037 – 7044 TOTALLING \$11,751.51 FOR JANUARY PAYROLL.

LIAISON OR COUNCIL MEMBER REPORTS

John Tangen – no HPC meeting February. Last month Susan Heaven was elected as new chair and in March a potential new member may join.

Mary Murphy – reported she has been working on getting the ceiling at the Community Center and that the Historical Society contacted her about coordinating the basement with the work upstairs. The EDC still does not have enough members for a quorum. She also reported that there is a new Fire Chief Mike Erding.

Ross Rivard – the Planning Commission had a public hearing for two solar gardens, one was recommended for approval and one was recommended for denial.

Mayor Mike Buchite – recommended Council Members do research on the solar topic, and be careful not to break the open meeting law.

CORRESPONDENCE

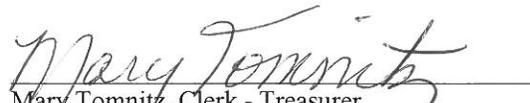
THE CITY COUNCIL ACKNOWLEDGED BY CONSENT AGENDA THE CORRESPONDENCE PROVIDED IN THE FEBRUARY 8, 2016 CITY COUNCIL MEETING PACKET.

ADJOURNMENT

MOTION BY JULIK-HEINE/MURPHY TO ADJOURN THE MEETING OF THE TAYLORS FALLS CITY COUNCIL HELD THIS FEBRUARY 8, 2016. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 7:30 p.m.


Michael D. Buchite, Mayor


Mary Tomnitz, Clerk - Treasurer

APPROVED: MARCH 14, 2016