

**TAYLORS FALLS CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
MONDAY, MAY 11, 2015 – 7:00 P.M.**

**MINUTES**

The Agenda for this Meeting was posted Wednesday, May 6, 2015 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.

**CALL TO ORDER**

The Meeting was called to order at 7:00 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, Mary Jo Murphy

MEMBERS ABSENT: Larry Julik-Heine

OTHERS PRESENT: Adam Berklund – Coordinator/ZA, Julie Hildebrand – HPC, Dave McKeag VI, Barb Anderson, Arlo & Vicki Sanvick – 742 West St., Paul Ringnell – Chisago County Press.

**ADOPTION OF AGENDA**

The Agenda was amended to include under Consent Agenda; **Consider Vacation Request from Public Works Superintendent Mike Kriz; Consider Payment to Abrahamson Nursery; and Consider Three Additional Claims** (HACH Chemicals, Frontier Communications, Shaila Johnson); under New Business; **Consider Resignation of Clerk/Treasurer Jo Everson; and Consider Posting for Clerk Treasurer Position.**

MOTION BY MURPHY/RIVARD TO APPROVE THE AGENDA, AS AMENDED, FOR THE MAY 11, 2015 TAYLORS FALLS CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

**ADOPTION OF CONSENT AGENDA**

MOTION BY TANGEN/MURPHY TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: MINUTES OF CITY COUNCIL MEETINGS HELD ON APRIL 13, 2015; STAFF REPORTS; COMMISSION/BOARD OR COMMITTEE MINUTES/ REPORTS; CONSIDER APPROVING EXCLUDED BINGO FOR LIONS CLUB WANNIGAN DAYS BINGO ON SATURDAY, JUNE 13, 2015; CONSIDER AUTHORIZING PAYMENT OF CERTAIN INVOICES; CONSIDER VACATION REQUEST; CONSIDER PAYMENT TO ABRAHAMSON NURSERY; 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 APRIL 13, 2015 TAYLORS FALLS CITY COUNCIL MEETING.

**PUBLIC FORUM**

Arlo & Vicki Sanvick, of 742 West Street, attended to discuss the unfinished building at 766 West Street. Their concerns were that the project has sat inactive for over a year now. There is a construction fence, construction bathroom, and construction trailer that make the property an eyesore. Arlo also questioned an existing easement recorded on both his/subject property.

Mayor Buchite explained the process of the Public Forum, how it was a great way for residents to voice their concerns throughout the City. He stated that Zoning Administrator, Adam Berklund, would follow up with Arlo (this week) and present an update to Council at their next meeting.

Zoning Administrator Berklund commented on the application process, expirations, setbacks and concluded that he would follow up with this request.

**STAFF REPORTS & REQUESTS**  
**ADMINISTRATIVE DEPARTMENT**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MAY 2015 FINANCIAL REPORTS PRESENTED BY CLERK-TREASURER JO EVERSON.

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MAY REPORT PRESENTED BY COORDINATOR-ZONING ADMINISTRATOR ADAM BERKLUND.

**CHISAGO COUNTY SHERIFF'S DEPARTMENT**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA SERGEANT SHANE CARROLL'S MARCH 2014 CHISAGO COUNTY SHERIFF'S DEPARTMENT REPORTS.

**PUBLIC WORKS DEPARTMENT**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA PUBLIC WORKS SUPERINTENDENT MIKE KRIZ'S MARCH 2014 PUBLIC WORKS REPORT.

**CITY ATTORNEY**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MARCH 2014 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 PLANNING COMMISSION MEETING HELD ON APRIL 29, 2015.

**ECONOMIC DEVELOPMENT COMMISSION**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS ECONOMIC DEVELOPMENT COMMISSION MEETINGS HELD ON JANUARY 20, 2015, AND MARCH 24, 2015.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**CONSIDER BOLTON & MENK PROPOSAL FOR WEST STREET PAVING PROJECT**

Mayor Mike Buchite explained that West Street would be the paving project for 2015. With this being a project likely to exceed \$100,000 it was recommended to allow Bolton & Menk provide professional services for the project. Public Works surveyed the street and reported that there is 2.5" of bituminous surface with a solid 12" aggregate base. This project will add shoulders to West Street. For \$8,000 (previously \$9,200) Bolton & Menk proposes to:

- Provide bidding documents consisting of Plan Sheets, Construction Specifications, and EJCDC Construction Contract for the reclamation of West Street.
- Culvert sizing for the 2 culverts at Walnut Street.
- Staking survey for concrete curb and gutter in front of the Church.
- Prepare and deliver advertisement for bid to legal newspaper and appropriate trade publications.
- Attend bid opening, review bids, and make recommendation to City for awarding contract.
- Prepare agenda and coordinate preconstruction conference.
- Review quantities installed and make recommendation of payment.

Council Member Ross Rivard reported that West Street was last paved was over 20 years ago, is one of our longest streets, and is in the rotation of street paving with all the others. The project will take place when school is out for the summer.

Mayor Buchite commented that we will let residents know when the project would begin and is anticipated to last about two weeks. Residents will also be able to add black dirt to the shoulder material in order to grow grass, but should not alter or remove any base material.

MOTION BY RIVARD/MURPHY TO ACCEPT PROPOSAL FROM BOLTON & MENK TO PROVIDE PROFESSIONAL SERVICES FOR THE WEST STREET PAVING PROJECT AT A COST NOT TO EXCEED \$8,000 TO BE PAID FROM STREET IMPROVEMENT FUND (650).

PROPOSAL INCLUDES:

- BIDDING DOCUMENTS CONSISTING OF PLAN SHEETS, CONSTRUCTION SPECIFICATIONS, AND EJCDC CONSTRUCTION CONTRACTS FOR THE RECLAMATION OF WEST STREET.
- CULVERT SIZING FOR THE 2 CULVERTS AT WALNUT STREET.
- STAKING AND SURVEYING FOR CONCRETE CURB AND GUTTER IN FRONT OF CHURCH.
- PREPARE AND DELIVER ADVERTISEMENT FOR BID TO LEGAL NEWSPAPER AND APPROPRIATE TRADE PUBLICATIONS.
- ATTEND BID OPENING, REVIEW BIDS, AND MAKE RECOMMENDATION TO CITY FOR AWARDING CONTRACT.
- PREPARE AGENDA AND COORDINATE PRECONSTRUCTION CONFERENCE.
- REVIEW QUANTITIES INSTALLED AND MAKE RECOMMENDATION OF PAYMENT.

MOTION CARRIED UNANIMOUSLY.

**CONSIDER TEAM DEVELOPMENT PROJECT**

Mayor Mike Buchite explained that due to recent additions to the agenda he requests to table this item at this time.

MOTION BY MURPHY/RIVARD TO TABLE THE PROPOSAL FROM BARBARA STRANDELL OF WHAT WORKS INC FOR THE TEAM DEVELOPMENT PROJECT AT A COST NOT TO EXCEED \$3,900, PAID FROM CONTINGENCY FUND (101-41110-9000). MOTION CARRIED UNANIMOUSLY

**CONSIDER QUOTE FROM COX MASONRY TO POUR CONCRETE SLABS FOR DOWNTOWN BENCHES**

Staff reported that to properly secure the recently purchased benches would be to allow them to sit on concrete slabs wherever possible. Of the 15 benches, 10 have the ability to sit on slabs whereas the other five will be fastened to sidewalks. Coordinator Berklund and Public Works Kriz met with local concrete contractor Coy Cox to get a quote for the project. In the quote provided by Cox Masonry, LLC each slab had a cost of \$300 (quote only reflects 8 slabs), giving a total cost of \$3,000.

Mayor Mike Buchite explained that the quote included two separate projects and that he liked the thought of using a local contractor. Council members unanimously agreed.

MOTION BY TANGEN/MURPHY TO ACCEPT QUOTE FROM COX MASONRY, LLC. AT A COST OF \$3,000 TO POUR TEN CONCRETE SLABS FOR THE CITY IMPROVEMENT PROJECT TO BE PAID FROM PARK IMPROVEMENT FUND (404). MOTION CARRIED UNANIMOUSLY.

**CONSIDER PURCHASING NEW FLAGS FOR DOWNTOWN**

Mayor Mike Buchite reported that another part of the Beautify Taylors Falls would be to replace flags downtown. There are currently 32 flag holes with not enough flags to fill them. Council Member John Tangen has been putting them out for years and commented that some of the flags are actually a disgrace. He also explained that staff has been looking for grants for years, but with VFW's and American Legion's all competing, there is just not enough money in the pot. Staff has found poles that would fit at Menards for \$15 each and flags from American Flag and Flagpole Co. for \$45.95 each, 32 of each would cost around \$2,000. Mayor Buchite explained that staining, varnishing and attaching flags had already been arranged.

MOTION BY MURPHY/TANGEN TO APPROVE STAFF REQUEST TO PURCHASE 32 POLYESTER FLAGS AND POLES FOR DOWNTOWN AS PART OF THE BEAUTIFY TAYLORS FALLS PROJECT AT A COST OF \$2,000 TO BE PAID FROM CASH RESERVE FUND (101). MOTION CARRIED UNANIMOUSLY.

**CONSIDER HPC RECOMMENDATION TO RETURN ANGEL HILL RE-DESIGNATION GRANT**

Historic Preservation Commission Chair Julie Hildebrand reported on some issues Two Pines Resource Group has come across in the process of updating the National Register nomination for Angel Hill. Julie explained that when the initial designation was written up the period of significance was 1872 and produced a list provided by Two Pines of all the alterations that have taken place since. This list was multiple pages long with many alterations. Two Pines explained that in "normal" updates there may be one or two, but this many threw up red flags everywhere. Sending the nomination in with this many alterations more than likely would get the National Designation pulled. One route that the City could go down would be to change the period of significance to 1920. This would change the whole scope of the project to include an entirely new nomination that does not fit into the \$10,000 grant budget. There would also still be a chance that the designation could be pulled. Hildebrand emphasized what the National Designation means for the City when writing grants.

Council Member Ross Rivard questioned how they could just pull a designation. Hildebrand stated that in 1970, when the original nomination was submitted, there was a different climate and a push to have sites/districts on the National Register. Now the requirements

and guidelines are much more in depth. There is a thought that they are cleaning up the register of sites/districts that may not meet the new requirements.

Two Pines recommends returning the grant dollars and leaving things alone at this time as there is no immediate threats to the district or triggers that warrant assessing the condition of the district as a whole.

MOTION BY MURPHY/TANGEN TO ACCEPT THE TAYLORS FALLS HISTORIC PRESERVATION COMMISSION'S RECOMMENDATION TO RETURN THE \$10,000 MINNESOTA HISTORICAL SOCIETY LEGACY GRANT TO UPDATE THE NATIONAL REGISTER OF ANGEL HILL. MOTION CARRIED UNANIMOUSLY.

#### **CONSIDER BUSINESS PARK BILLBOARD**

Council Member Mary Murphy reported that the Economic Development Commission had been looking at ways to promote the Taylors Falls Business Park. Unanimously, the commission decided that a billboard was the best way to start. Wade Vitalis has been advertising his Drive In restaurants for years so he has connections with these companies. He was able to find a billboard on Highway 8 near Shafer for roughly \$200 a month. Not included in the rental was a \$250 art production and \$250 installation fee. There is another \$250 fee if the company designs the billboard. The thought was that the EDC could save \$250 by producing the design.

Council Member Ross Rivard commented that a better location might cost a little more, but the benefits would outweigh the cost. He suggested sending the topic back to the EDC for research on better locations and wording. Mayor Buchite explained that by the time the topic comes back to Council we will know how the tax incentive proposal turned out in the Omnibus Bill.

MOTION BY TANGEN/RIVARD TO TABLE THE NEGOTIATIONS WITH HOOEY OUTDOOR ADVERTISING FOR A BILLBOARD ADVERTISING THE BUSINESS PARK, SUGGESTING THE TAYLORS FALLS ECONOMIC DEVELOPMENT COMMISSION RESEARCH THE TOPIC FURTHER. MOTION CARRIED UNANIMOUSLY.

#### **CONSIDER WANNIGAN DAYS DONATION**

Taylors Falls annually contributes to Wannigan Days weekend events. Last year the City budgeted and donated \$300 toward parade expenses and \$300 towards the fireworks display. Mayor Buchite reported that there had been an official request for a donation by the Wannigan Days committee and recommended donating what has been done in the past.

MOTION BY MURPHY/RIVARD TO AUTHORIZE A DONATION OF \$300 TO THE 2015 WANNIGAN DAYS FIREWORKS COMMITTEE AND A DONATION OF \$300 TO BE USED TOWARDS WANNIGAN DAYS PARADE EXPENSES TO BE PAID FROM FUND (101). MOTION CARRIED UNANIMOUSLY.

#### **CONSIDER REQUEST BY ROMAYNE'S FOR WANNIGAN DAYS STREET DANCE**

David McKeag, CEO of Romayne's on Main once again submitted a written request to host the annual street dance during Wannigan Days, this year June 13. This year's only requested change would be to allow the stage company to come back Sunday morning to tear the stage down. Having the stage company come back at 2:00 in the morning results in a large overtime bill and has a tendency to disturb residents in apartment's downtown. The stage would be taken down by 11:00 a.m. Sunday morning.

MOTION BY MURPHY/RIVARD TO AUTHORIZE THE CLOSING AND BLOCKING OF RAVINE STREET FROM BENCH STREET TO GOVERNMENT STREET FOR THE ROMAYNE'S STREET DANCE BEGINNING AT 1:00 PM ON SATURDAY, JUNE 13 UNTIL 11:00 AM JUNE 14 TO ALLOW TIME FOR THE DISMANTLEMENT OF THE STAGE.

TO AUTHORIZE THE CITY CLERK TO ISSUE A DANCE/MUSIC PERMIT WITH THE FEES TO BE WAIVED TO ROMAYNE'S ON MAIN FOR THE STREET DANCE TO BE HELD FROM 8:00 PM TO 12:30 AM ON SATURDAY JUNE 13.

TO REQUIRE A FENCE TO BE ERECTED SURROUNDING THE ENTIRE STREET DANCE AND BEER GARDEN AREA ON GOVERNMENT, RAVINE, AND BENCH STREETS DURING THE STREET DANCE ON SATURDAY JUNE 13.

TO REQUIRE TWO DEPUTIES TO WORK THE STREET DANCE FROM THE HOURS OF 8:00 PM TO 1:00 AM ON SATURDAY JUNE 13/14, TO BE PAID FROM THE CONTRACT FEES EXPENSE ACCOUNT (42100-309).

IT WAS FURTHER MOVED TO

APPROVE THE INSTALLATION OF TWO SATTELITE PORT-A-POTTIES IN THE MARMON PARKWAY (BENCH STREET PARKING LOT) DURING THE WANNIGAND DAYS WEEKEND. MOTION CARRIED UNANIMOUSLY.

**CONSIDER RESIGNATION OF CLERK/TREASURER JO EVERSON**

Mayor Mike Buchite reported that due to the Data Privacy Act he would not get into details of the resignation, but that there is no bitterness, nor is she leaving for another job. Buchite explained that the resignation is effective at the end of the day on June 1, 2015.

Council Member John Tangen accepted the resignation with deep regret.

Council Member Ross Rivard commented on the great job she has done over the past 21 years.

Council Member Mary Murphy agreed with deep regret and commended Jo for her work.

Mayor Mike Buchite also commended Jo for her work the past 21 years and hopes for the best.

MOTION BY MURPHY/RIVARD TO ACCEPT WITH DEEP REGRET THE RESIGNATION OF CLERK TREASURER JO EVERSON, EFFECTIVE AT THE END OF THE DAY ON MONDAY JUNE 1, 2015, COMMENDING HER FOR HER 21 YEARS OF SERVICE. MOTION CARRIED UNANIMOUSLY.

**CONSIDER POSTING FOR CITY CLERK/TREASURER POSITION**

Mayor Mike Buchite discussed the topic of changing the position from Clerk/Treasurer to City Administrator. Lindstrom and Chisago City currently use an Administrator. Concerns discussed were a significant cost, bigger role, more duties for Council Members, possible conflicts with Council Members, potential loss of control. Consensus was to stay with Clerk/Treasurer position. Personnel Liaison John Tangen and Mayor Mike Buchite will get together with Staff to coordinate posting of the position.

MOTION BY MURPHY/TANGEN TO POST FOR CITY CLERK/TREASURER POSITION. MOTION CARRIED UNANIMOUSLY.

**CONSIDER APPROVING EXCLUDED BINGO**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE APPLICATION FROM THE TAYLORS FALLS LIONS CLUB ON BEHALF OF THE FRIENDS OF TAYLORS FALLS PARKS AND RECREATION TO CONDUCT EXCLUDED BINGO AT THE TAYLORS FALLS MEMORIAL COMMUNITY CENTER ON JUNE 13, 2015 DURING WANNIGAN DAYS.

**CONSIDER VACATION REQUEST**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE VACATION REQUEST FROM PUBLIC WORKS SUPERINTENDENT MIKE KRIZ FOR MAY 26 – JUNE 3 FOR A TOTAL OF 48 HOURS.

**CONSIDER PAYMENT TO ABRAHAMSON NURSERY**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT TO ABRAHAMSON NURSERY FOR DOWNTOWN FLOWERS AT A COST OF \$2,200 TO BE PAID FROM FUND (101).

**APPROVAL OF CLAIMS & PAYROLL**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT OF CHECK NUMBERS 226348 – 26380 TOTTALLING \$33,363.34 IN EXPENDITURES, AND CHECK NUMBERS 6640 – 6649 TOTTALLING \$11,686.11 FOR APRIL PAYROLL.

**LIAISON OR COUNCIL MEMBER REPORTS**

**Mayor Mike Buchite** thanked everyone that attended the award ceremony for Sergeant Shane Carroll and Lakes Area EMS. There were about 20 people in attendance and he greatly appreciated the turnout.

He also stated that there is growing support for an early fall Taylors Falls Heritage Days. There will be a Citizen meeting on Wednesday May, 13 for anyone interested in participating. The Taylors Falls Historical Society is looking to coordinate a Beard Growing Contest.

**Ross Rivard** reported that the Planning Commission was presented a marketing strategy by University of Wisconsin River Falls students for the Springs Inn. It was also the first presentation to owner Rick Anderson. City hall has a copy of the presentation if anyone would like to review it.

Rivard also stated that Public Works is working on the West Street paving project, looking at sewer lining for 2015, and there has been some tree removal.

**John Tangen** reported that there will not be a HPC meeting this month.

**Mary Murphy** reported that she had not been in attendance at the last EDC meeting, but will be attending the evening meeting on May 12. They will be discussing branding and the billboard topic.

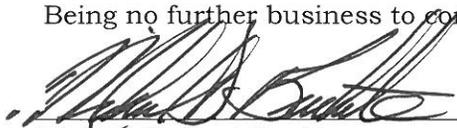
**CORRESPONDENCE**

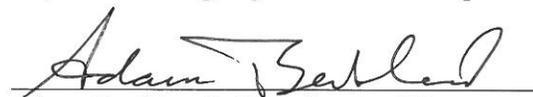
THE CITY COUNCIL ACKNOWLEDGED BY CONSENT AGENDA THE CORRESPONDENCE PROVIDED IN THE MAY 11, 2015 CITY COUNCIL MEETING PACKET.

**ADJOURNMENT**

MOTION BY TANGEN/RIVARD TO ADJOURN THE MEETING OF THE TAYLORS FALLS CITY COUNCIL HELD THIS MARCH 10, 2014. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 7:58 p.m.

  
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Michael D. Buchite, Mayor

  
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Adam Berklund, Coordinator-ZA

**APPROVED:** JUNE 8, 2015