

**TAYLORS FALLS CITY COUNCIL MEETING
COUNCIL CHAMBERS
MONDAY, JULY 12, 2010 – 7:00 P.M.**

MINUTES

The Agenda for this Meeting was posted Wednesday, July 7, 2010 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 met for a regular meeting on Monday, July 12, 2010 at 7:00 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 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, Larry Julik-Heine

MEMBERS ABSENT: Zara Kinnunen, John Tangen

OTHERS PRESENT: City Clerk-Treasurer Jo Everson, Tana Havumaki, Beth Bantarri, and Eric Vargo from the Chisago County Press

ADOPTION OF AGENDA

The Agenda was amended to include under New Business: **Discussion of National Park Service Technical Assistance Application.**

MOTION BY JULIK-HEINE/RIVARD TO APPROVE THE AGENDA, AS AMENDED, FOR THE JULY 12, 2010 TAYLORS FALLS CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

ADOPTION OF CONSENT AGENDA

MOTION BY JULIK-HEINE/RIVARD TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: MINUTES OF PREVIOUS CITY COUNCIL MEETINGS; STAFF REPORTS; COMMISSION, BOARD OR COMMITTEE MINUTES/REPORTS; CONSIDER RESOLUTION 10-07-02 AUTHORIZING BUDGET TRANSFER FOR RIVERWALK PROJECT; CONSIDER RESOLUTION 10-07-01 APPOINTING ELECTION JUDGES FOR THE 2010 ELECTIONS; APPROVAL OF CLAIMS AND PAYROLL; CORRESPONDENCE. MOTION CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS COUNCIL MEETINGS

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS CITY COUNCIL MEETINGS HELD ON JUNE 14 AND JUNE 28, 2010.

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 WEDNESDAY, JUNE 30, 2010.

PARK & REC COMMISSION

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS PARK & REC COMMISSION MEETING HELD ON WEDNESDAY, MAY 19, 2010.

ECONOMIC DEVELOPMENT COMMISSION

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS ECONOMIC DEVELOPMENT COMMISSION MEETING HELD ON TUESDAY, MAY 18, 2010.

PUBLIC FORUM

None.

STAFF REPORTS & REQUESTS

ADMINISTRATIVE DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE JUNE 2010 FINANCIAL REPORTS PRESENTED BY CLERK-TREASURER JO EVERSON.

CHISAGO COUNTY SHERIFF'S DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA CORPORAL SHANE CARROLL'S JUNE 2010 CHISAGO COUNTY SHERIFF'S DEPARTMENT REPORT.

ZONING & PLANNING DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE JUNE 2010 ZONING REPORT PRESENTED BY ZONING ADMINISTRATOR-COORDINATOR LARRY PHILLIPS.

PUBLIC WORKS DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE JUNE 2010 PUBLIC WORKS REPORT PRESENTED BY PUBLIC WORKS SUPERINTENDENT MIKE KRIZ.

CITY ATTORNEY

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

STAFF REQUESTS

None.

UNFINISHED BUSINESS

CONSIDER AMENDMENT TO 1124 MULBERRY STREET KENNEL LICENSE

On August 23, 2004, the Council issued a kennel license for no more than three dogs at 1124 Mulberry Street. The owners, Bobbie Anderson and Cheryl Krysteck, have applied for an amendment to the license in order to have a fourth dog.

All property owners within 350' were notified, with no response received. City Hall has never received any complaints over the years. The dogs are confined to a fenced area at all times and all have their certificates of vaccination up-to-date.

MOTION BY JULIK-HEINE/RIVARD TO AMEND THE 2004 KENNEL LICENSE FOR BOBBIE ANDERSON AND CHERYL KRYSHECK AT 1124 MULBERRY STREET, FOR NO MORE THAN FOUR (4) DOGS, WITH THE CONDITION THAT THE ANIMALS ARE UNDER CONTROL AT ALL TIMES AS REQUIRED BY CHAPTER 3, SECTION 345 OF THE TAYLORS FALLS CODE OF ORDINANCES. MOTION CARRIED UNANIMOUSLY.

CONSIDER RESOLUTION 10-07-02 AUTHORIZING BUDGET TRANSFER

At the last Council Meeting it was agreed to allow the Taylors Falls Economic Development Commission to use their 2010 budget of \$2,000.00 towards the Riverwalk sidewalk rather than for economic development. The approving resolution amends that budget and transfers remaining monies in the EDC fund to the Riverwalk Fund.

THE CITY COUNCIL ADOPTED BY CONSENT AGENDA RESOLUTION 10-07-02 AMENDING THE RIVERWALK TRAIL BUDGET AND TRANSFERRING MONIES FROM ONE FUND TO ANOTHER. (attached)

NEW BUSINESS

CONSIDER RIVER AND SECOND STREET PAVING PROPOSALS

Council Members and Public Works Liaisons Ross Rivard and Larry Julik-Heine, reported that there

appeared to be a discrepancy in one of the asphalt proposals for the River and Second Street Paving Project, therefore they recommended the issue be tabled until all the information is available.

MOTION BY JULIK-HEINE/RIVARD TO TABLE FURTHER CONSIDERATION OF THE RIVER AND SECOND STREET PAVING PROPOSALS UNTIL ALL INFORMATION IS OBTAINED AND CAN BE PRESENTED IN ITS ENTIRETY. MOTION CARRIED UNANIMOUSLY.

CONSIDER PROPOSALS FOR WEST STREET WASHOUT REPAIR

Mike Kriz, Public Works Superintendent, reported that repairs are needed on a significant washout on West Street. The area in question is near the West Street retaining wall and takes water from both West and Grove Street. It has undermined the asphalt and created a hazard in the roadway.

MOTION BY RIVARD/JULIK-HEINE TO ACCEPT THE PROPOSAL FROM WILD RIVER CONTRACTING, TO EXCAVATE AND RE-GRADE APPROXIMATELY 800 SQUARE FEET OF ASPHALT, SOIL AND CONCRETE, AND INSTALL GRAVEL AND ASPHALT TO CREATE A NEW SPILLWAY FOR WATER RUNOFF ON WEST STREET, AT A COST NOT TO EXCEED \$3,800.0, TO BE PAID FROM THE STORM WATER UTILITY FUND (600). MOTION CARRIED UNANIMOUSLY.

CONSIDER AMENDMENTS TO THE COMMISSION BY-LAWS

City Staff have reviewed the City Commission By-laws, and recommended minor changes in certain areas. With the exception of the Heritage Preservation Commission, all Commissions have reviewed and approved the recommended changes.

MOTION BY JULIK-HEINE/RIVARD TO APPROVE THE AMENDED BY-LAWS, AS PRESENTED BY STAFF, FOR THE TAYLORS FALLS PARK & REC COMMISSION, TAYLORS FALLS ECONOMIC DEVELOPMENT COMMISSION, AND THE TAYLORS FALLS PLANNING COMMISSION.

IT WAS FURTHER MOVED TO TABLE THE APPROVAL OF BY-LAWS FOR THE TAYLORS FALLS HERITAGE PRESERVATION COMMISSION UNTIL SUCH TIME THE COMMISSION HAS REVIEWED AND APPROVED THE AMENDMENTS.

MOTION CARRIED UNANIMOUSLY. (By-laws attached)

CONSIDER RESOLUTION 10-07-01 APPOINTING ELECTION JUDGES FOR THE 2010 ELECTIONS

THE CITY COUNCIL ADOPTED BY CONSENT AGENDA RESOLUTION 10-07-01 APPOINTING ELECTION JUDGES FOR THE 2010 ELECTIONS. (attached)

DISCUSSION OF NATIONAL PARK SERVICE TECHNICAL ASSISTANCE APPLICATION

Beth Bantarri, Member of the Taylors Falls Economic Development Commission, and Tana Havumaki, Chair of the Taylors Falls Park & Rec Commission, presented preliminary information to the Council regarding an application in progress, to the National Park Service for assistance with the planning and coordination of the Taylors Falls Riverwalk Project Phase II, A, B and C. The application does not require monetary exchange but is for technical assistance provided by Randy Thoreson from the National Park Service, who has assisted periodically from the inception of the Riverwalk Project. The on-line application is due August 1st. Havumaki and Bantarri would be working on the application over the next few days. The Council stressed the importance of the involvement of the Park & Rec Commission during this transitional period when the Economic Development should be removing themselves from their involvement in the project. The Park & Rec Commission should now be accepting the leadership role. The Mayor expressed concern that the Parks & Rec Commission would not have enough time to review and respond to the final application prior to its submission to the Council on July 26th. Havumaki assured the Council that the PRC would be brought up to speed prior to that meeting.

No action was requested by the Council at this time.

APPROVAL OF CLAIMS & PAYROLL

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT OF CHECK NUMBERS –

23283 - 23335 TOTALING \$108,748.63, AND CHECK NUMBERS 5756 - 5766 IN THE AMOUNT OF \$11,833.42 FOR JUNE PAYROLL.

LIAISON OR COUNCIL MEMBER REPORTS

Mayor Mike Buchite wished everyone a good time at the Wannigan Days celebration to be held this weekend. Events include the Kiddie Parade, BINGO, the Lion's Club Tug of War Across the St. Croix River, St. Joe's Eats, and the Mayor's Golf Classic 2010.

Larry Julik-Heine and **Ross Rivard** reported that Public Works Department has been busy putting extra touches on the City for the Wannigan Days celebration. The island at the Highway 8 and 95 intersection has been especially refurbished with new traprock after the shrubs and weeds were removed. Four new flower pots adorn the roadside giving the area the final touch. This work was done by Mayor Buchite and Public Works employees Mike Kriz and Bill Neska. The Council extended special appreciation to them for their hard work during two very hot and trying days.

Also noteworthy was the recent hydro-seeding donated by Xcel Energy at the Cherry Hill Park site. The cedar shake roof has been completed with the exception of the ridge cap. Plantings and trail and rock placement will occur in the Park next.

CORRESPONDENCE

THE CITY COUNCIL ACKNOWLEDGED THE CORRESPONDENCE RECEIVED IN THE JULY 12, 2010 COUNCIL PACKET:

1. WORKSHOP NOTICE FOR ST. CROIX RIVER ASSOCIATION
2. NOTICE FROM MN DEPT OF HEALTH, RE: DRINKING WATER REVOLVING FUND PROJECT PRIORITY LIST
3. THANK YOU FROM INITIATIVE FOUNDATION
4. CORRESPONDENCE FROM WILLIAM WEBER RE: WEBER COMMUNITY PLANNING
5. EMPLOYEE VACATION REQUEST
6. STAFF CORRESPONDENCE & EMAIL'S

ADJOURNMENT

MOTION BY JULIK-HEINE/RIVARD TO ADJOURN THE MEETING OF THE JULY 12, 2010 TAYLORS FALLS CITY COUNCIL. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 7:43 p.m.

Michael D. Buchite, Mayor

Jo Everson, City Clerk-Treasurer

APPROVED: AUGUST 9, 2010

RESOLUTION 10-07-02

**CITY OF TAYLORS FALLS
CHISAGO COUNTY
STATE OF MINNESOTA**

**A RESOLUTON AMENDING THE RIVERWALK TRAIL BUDGET AND
TRANSFERRING MONIES FROM ONE FUND TO ANOTHER**

WHEREAS the City Council approved the 2010 budget on December 28, 2009; and

WHEREAS that budget reflected a levy in the amount of \$2,000.00 intended to be spent towards economic development in Taylors Falls by the Economic Development Commission; and

WHEREAS the Riverwalk Trail Project has been an on-going project for the Economic Development Commission, with the second phase in 2010 to be the construction of a sidewalk adjacent to River and Second Streets; and

WHEREAS the current cash balance in the Riverwalk Park Improvement Fund (345) is significantly less than the anticipated cost of the project; and

WHEREAS the Economic Development Commission has requested that the said \$2,000.00, which has not been spent to date, be transferred to the project fund, thereby improving the cash balance of the project fund.

SO THEREFORE BE IT RESOLVED by the Taylors Falls City Council that it hereby authorizes the transfer of the 2010 \$2,000.00 Economic Development Commission levy (230) to the 2010 Riverwalk Park Improvement Capital Outlay budget account (345-41920-500), amending said budget account to \$14,000.

BE IT FURTHER RESOLVED that the current cash balance of \$9,674.82 in the Economic Development Commission Fund (230) shall hereby be transferred to the Riverwalk Park Improvement Fund (345), for a total cash balance of \$14,594.27 available for the River and Second Street sidewalk project.

Adopted by the City Council on this July 12, 2010

Michael D. Buchite, Mayor

ATTEST:

Jo Everson, Clerk-Treasurer

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 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.

**Taylors Falls Planning Commission
Rules and Bylaws**

Article I. Introduction

Section 1. Purpose

The City of Taylors Falls Planning 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 Planning Commission business and the conduct of all Planning Commission meetings and hearings.

Section 3. Compliance With Applicable Law

It is the specific intent of the City of Taylors Falls Planning Commission to perform all of its responsibilities and conduct all of its hearings and meetings in accordance with all applicable federal law, state statutes and regulations, and official controls enacted by the City of Taylors Falls. The foregoing Rules of the City of Taylors Falls Planning Commission 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 Taylors Falls. These rules are specifically designed to be in accordance with Minn. Stat. 462.351 through 462.265 and any equivalent provisions of subsequent law. These Rules are also specifically designed to be in accordance with official controls enacted by the City of Taylors Falls.

Section 4. Non-exclusivity of Rules and Bylaws

These Rules and Bylaws are not and cannot be the totality of all regulations of Planning Commission activity. Federal law, state law, and official controls enacted by the City of Taylors Falls should also be reviewed by all participants in Planning Commission matters. Reference should especially be made to Minn. Stat. 462.351 through 462.365.

Article II. Membership

Section 1. Original number of voting members

The Planning Commission consists of five (5) voting members at its establishment, as outlined in Chapter 2, Section 230 of the City Code.

Section 2. 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 1.

Section 3. Alternate Member

An alternate member may partake in discussion at the Commission table, but is not allowed to vote if a quorum of the Commission is present. If a quorum of the Commission is not present, the alternate member counts toward a quorum and 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.

Section 4. Conflict of Interest

Upon taking office, a member is expected to make the interest of the Planning Commission and City paramount over personal interests on any matter related currently or prospectively to the projects and responsibilities of the Commission. A member may not use her or his 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 Commission or the City is a party, or has indirect interest because of employment or investment with a person or organization with which the Commission is dealing, the member must disclose the existence of the interest and describe the nature of the interest to the Commission 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 herself or himself 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 Commission as long as there is full disclosure of the cost to the Commission and the City and is reasonable and competitive with that of other vendors.

Article III. Officers and Duties

Section 1. Offices Designated

The officers of the Commission shall be the Chair, Vice-Chair, and Secretary. The Chair and Vice-Chair shall be elected from the regular membership of the Commission. The Secretary shall be elected from its members.

Section 2. Duties Designated

The City shall supply a qualified staff member to perform all general corresponding and recording secretarial duties for the Planning Commission related to the holding of public hearings.

Section 3. Election of Officers

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

Section 4. Duties of Officers

4.01. Chair

The Chair shall have the following responsibilities:

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

4.02. 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 meeting, absence from City or not being readily able to function as Chair.

4.03. Secretary

The Secretary shall have the following responsibilities:

- (1) Perform general corresponding and recording secretarial duties
- (2) Serve as parliamentarian.
- (3) Act as temporary Chair in absence of Chair and Vice Chair.
- (4) Record and maintain a record of minutes of the meetings of the Commission.
- (5) Post meeting notices.

These duties and responsibilities of the Planning Commission Secretary are delegated to the designated City Staff, including but not limited to:

- (a) Record and maintain a verbatim record and minutes of the public hearings of the Planning Commission.
- (b) Process and maintain all information relating to the Commission's business including information gathered at public hearings.
- (c) Arrange for publication of public hearing notices and handle all other administrative affairs.

Section 5. Vacancies of Officers

5.01. Chair

In the absence of the Chair, the Vice-Chair shall be Chair.

5.02. Vice-Chair or Secretary

If a vacancy occurs in the office of Vice-Chair or Secretary, the regular members shall elect an individual to fill the remaining time left in the term.

5.03. Chair, Vice-Chair

If at a meeting or hearing of the Planning Commission neither the Chair or Vice-Chair are present, the Secretary shall conduct the meeting until such time that the members have elected a Chair for the meeting.

Article IV. Meetings and Hearings

Section 1. Notice

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

Section 2. Meetings

3.01. Open Meetings and Records

All meetings of the City of Taylors Falls Planning 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 information submitted to Taylors Falls City for hearing purposes becomes the property of Taylors Falls City.

3.03. Record Maintenance

The designated City staff shall be required to maintain all records gathered during public hearings. The City shall not be required to maintain the records for more than three years after the close of the hearing.

Section 3. Meeting Records

Minutes of all public hearings shall be prepared by the designated City staff. Transcripts of public hearings and meetings are not ordinarily prepared. The public is specifically allowed to preserve and record the proceedings of the Planning Commission by using voice recording instruments, court reporters, stenographers, or other reasonable means of record preservation.

Section 5. Meeting Arrangements

5.01. Date

The Planning Commission shall normally meet on the first Monday 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 reset 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 Planning Commission shall be held at 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, staff and general public.

5.04. Additional Meetings

The Commission, any three Commission members, the Commission Chair, the City, or the designated City staff may call special meetings or hearings 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 Planning Commission meetings:

- (a) Call to order
- (b) Roll call
- (c) Adoption of agenda
- (d) Public hearings
- (e) Approval of minutes of previous meeting or hearing
- (f) Communications
- (g) Reports of committees
- (h) Department reports
- (i) Unfinished business
- (j) New business
- (k) Other business that may be appropriately brought before Commission
- (l) Adjournment

Section 7. Parliamentary Procedure

- 7.01. 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. The Chair shall make all parliamentary rulings. The Secretary shall serve as the parliamentarian advisor to the Commission.

Section 8. Public Hearings

- 8.01. The designated City staff shall set the agenda for the public hearings.
- 8.02. Hearing Continuances and Postponements

- (a) Pre-notification Postponements

- If an applicant requests a postponement in writing to the designated City staff prior to the notification of adjacent property owners and notice publication, said postponement shall be approved.

- (b) Post-notification Postponements

- Postponements after notification of adjacent property owners and notice publication will not be permitted.

- (c) Continuances

- The Commission may continue a hearing if it determines a need exists for additional information or fairness dictates another hearing. The designated City staff may authorize and require another hearing of the matter before the hearing if it is determined and certified to the Commission that an unforeseeable emergency exists that renders the applicant or potentially aggrieved party unavailable.

Section 9. Conduct of Hearing

- 9.01. General Rights

- All parties shall have the right to present evidence, rebuttal testimony, and argument with respect to the issues, and to cross examine witnesses.

- 9.02. Quorum Needed for Hearing

- Three voting members of the Commission in attendance are necessary for a quorum to hold a hearing.

- 9.03. Order of Hearing

- The following procedure shall be followed for the order of persons appearing before the Commission:

- (a) The applicant or representative shall be allowed to comment.

- (b) City staff report shall be given and include but not limited to a description of the request, analysis of the facts, communications received, conclusions, and recommendations. All appropriate City agencies may present information relevant to the case at this time.
- (c) Other governmental or information sources that may be appropriate, such as the county, a township, or a state agency.
- (d) Those in favor of the proposal.
- (e) Those opposed to the proposal.
- (f) Other comments or evidence from the public.

9.04. Cross Examination and Interrogation

- (a) Regular members may question any individual at the termination of that individual's presentation.
- (b) Regular members may question all individuals at the end of all testimony.
- (c) Any individual may make a request to cross examine a witness. If possible, this should be accomplished by directing suggested examination questions to the Chair. If specifically requested, the Chair will allow individuals to personally cross examine witnesses. The Chair will then take the necessary steps to insure that cross examination questions and answers are being recorded, and the Chair may take such actions necessary to prevent repetitive, argumentative, or irrelevant questions and to expedite the cross examination to the extent consistent with disclosure of all relevant testimony and information.

9.05. Evidence

- (a) General

The Planning Commission is not bound by statutory rules of evidence. The Chair shall admit into evidence all information that is informative and material to the Commission's business. No evidence that has not been submitted at the hearing may be considered by the Commission. No oaths shall be permitted for anyone offering evidence before the Commission.

- (b) Submission of Studies, Reports, and Other Materials

All materials submitted to the Commission prior to the hearing shall be available for public inspection. The designated City staff shall establish policies and procedures for public review of information prior to and after the Commission hearing.

Letters and documents submitted by the applicant or public will be read into the record or may be summarized by County staff. Commission members and the public shall have access to all information. If an applicant or member of the public desires to submit information directly to the Commission prior to the meeting, they

may do so only through the designated City staff. Those submitting such information shall provide a sufficient number of documents so that all members of the Commission, including ex-officio, shall have a set. The failure of the applicant to submit substantial technical or professional reports, plans, or studies well in advance of the hearing for public, staff, and Commission review may result in a continuance being declared by the Commission after the initial hearing.

Section 10. Communication with Public and Applicant

10.01. General

No Commission member prior to a public hearing or during any other time prior to the Commission's deliberations on the matter shall discuss with ~~staff~~, applicant, themselves or the general public merits of a pending case.

10.02. Disclosure

If a Commission member discusses a pending case in violation of Section 10.01, the member shall disclose during the public hearing the facts relating to such a meeting.

10.03. Exception

Nothing in this section shall preclude the general informational communication by Commission members relating to the general conduct of a meeting or hearing or forbid members from discussing a coming meeting so long as the facts or merits of the meeting are not discussed.

Section 11. Deliberations

11.01. General

All deliberations are open to the public. However, no additional testimony may be offered after the close of the public hearing. Commission members may ask specific questions of nonmembers provided that the question is intended to clarify an item that has already been submitted into evidence. The Chair shall not allow any new information or opinions to be brought into the debate at this time. The designated City staff shall be permitted to ask questions to clarify motions or items brought out in the hearing.

11.02. Timing

Unless the hearing is continued or reopened, deliberations on an item shall take place after the close of all of that meeting's scheduled public hearings.

11.03. Continued Deliberation

If the Commission desires to continue deliberations, it may do so. However, no additional testimony or information may be provided to the Commission unless the public hearing is reopened. Commission members may inspect the site in question without reopening the hearing.

11.04. Voting

All regular members including the Chair may vote on all items. However, no member who did not attend the majority of time of a public hearing for a specific item may vote on that item. Failure to vote in this circumstance is not counted against the quorum.

11.05. Conflict of Interest

No member of the Planning Commission is permitted to act on any matter in which he has, either directly or indirectly, any personal or financial interest. A member who has a conflict of interest may not testify relative to the matter, discuss, deliberate, or sit with the Commission.

Section 12. Applications

12.01. Procedure

All applications shall be submitted on a form provided by the designated City staff, if one is available, and accompanied by all items required in the City's official controls.

12.02. Deadline

The designated City staff shall set the deadlines for applications coming before the Commission.

12.03. Review of Applications

All applications shall be available for public review in accordance to procedures outlined by the designated City staff.

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.

**Taylors Falls Park & Recreation Commission
Rules and Bylaws**

Article I. Introduction.

Section 1. Purpose.

The City of Taylors Falls Park & Recreation 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 Park & Recreation 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 Taylors 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 Taylors 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 Park & Recreation Commission activity. Federal law, state law, and official controls enacted by the City of Taylors Falls should also be reviewed by all participants in Park & Recreation Commission matters.

Article II. Membership.

Section 1. Original number of voting members.

The Park & Recreation Commission consists of seven (7) voting members at its establishment, as outlined in Chapter 2, Section 250 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 seven (7) 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 seven (7) 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 2, 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 the adoption of these amended bylaws on July 9, 2001, is five (5).

The number of voting members as of the original adoption of these bylaws on Sept. 27, 2000, is seven (7).

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. Alternate Member

An alternate member may partake in discussion at the Commission table, but is not allowed to vote if a quorum of the Commission is present. If a quorum of the Commission is not present, the alternate member counts toward a quorum and 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.

Section 6. Conflict of Interest.

Upon taking office, a member is expected to make the interest of Park & Recreation Commission and City paramount over personal interests on any matter related currently or prospectively to the projects and responsibilities of Park & Recreation Commission. 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 Park & Recreation Commission or the City is a party, or has indirect interest because of employment or investment with a person or organization with which the Park & Recreation Commission is dealing, the member must disclose the existence of the interest, and describe the nature of the interest to the Park & Recreation Commission 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 Park & Recreation Commission as long as there is full disclosure of the cost to the Park & Recreation Commission 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

3.03 (3-6). 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 Park & Recreation Commission shall be made in a manner in accordance with all statutory and ordinance notification requirements.

Section 2. Inclusions

2.01. Workshops and General Purposes.

Workshops and other meetings of the Park & Recreation 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.

2.02 Project Site Viewing.

The Commission, the Commission chair or three (3) voting members of the Commission 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.

2.03. Review Procedures.

These rules shall apply primarily to adoption and administration of plans and official controls. The chair may cite these rules for other items coming before the Commission.

Section 3. Meetings.

3.01. Open Meetings and Records.

All meetings of the City of Taylors Falls Park & Recreation 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 the City of Taylors Falls.

All documents submitted to the Park & Recreation 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. The City shall not be required to maintain the records for more than three years.

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 Park & Recreation 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 Park & Recreation Commission.

Section 5. Meeting Arrangements.

5.01. Date.

The Park & Recreation Commission shall normally meet on the third Wednesday 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 Park & Recreation 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 three (3) voting members of the Commission 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.

RESOLUTION 10-07-02

**CITY OF TAYLORS FALLS
CHISAGO COUNTY
STATE OF MINNESOTA**

**A RESOLUTON AMENDING THE RIVERWALK TRAIL BUDGET AND
TRANSFERRING MONIES FROM ONE FUND TO ANOTHER**

WHEREAS the City Council approved the 2010 budget on December 28, 2009; and

WHEREAS that budget reflected a levy in the amount of \$2,000.00 intended to be spent towards economic development in Taylors Falls by the Economic Development Commission; and

WHEREAS the Riverwalk Trail Project has been an on-going project for the Economic Development Commission, with the second phase in 2010 to be the construction of a sidewalk adjacent to River and Second Streets; and

WHEREAS the current cash balance in the Riverwalk Park Improvement Fund (345) is significantly less than the anticipated cost of the project; and

WHEREAS the Economic Development Commission has requested that the said \$2,000.00, which has not been spent to date, be transferred to the project fund, thereby improving the cash balance of the project fund.

SO THEREFORE BE IT RESOLVED by the Taylors Falls City Council that it hereby authorizes the transfer of the 2010 \$2,000.00 Economic Development Commission levy (230) to the 2010 Riverwalk Park Improvement Capital Outlay budget account (345-41920-500), amending said budget account to \$14,000.

BE IT FURTHER RESOLVED that the current cash balance of \$9,674.82 in the Economic Development Commission Fund (230) shall hereby be transferred to the Riverwalk Park Improvement Fund (345), for a total cash balance of \$14,594.27 available for the River and Second Street sidewalk project.

Adopted by the City Council on this July 12, 2010

Michael D. Buchite, Mayor

ATTEST:

Jo Everson, Clerk-Treasurer

Taylors Falls Economic Development Commission Rules and Bylaws

Article I Introduction

Section 1 Purpose.

The City of Taylors 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 Taylors 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 Taylors 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 Taylors 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 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.

**Taylors Falls Planning Commission
Rules and Bylaws**

Article I. Introduction

Section 1. Purpose

The City of Taylors Falls Planning 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 Planning Commission business and the conduct of all Planning Commission meetings and hearings.

Section 3. Compliance With Applicable Law

It is the specific intent of the City of Taylors Falls Planning Commission to perform all of its responsibilities and conduct all of its hearings and meetings in accordance with all applicable federal law, state statutes and regulations, and official controls enacted by the City of Taylors Falls. The foregoing Rules of the City of Taylors Falls Planning Commission 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 Taylors Falls. These rules are specifically designed to be in accordance with Minn. Stat. 462.351 through 462.265 and any equivalent provisions of subsequent law. These Rules are also specifically designed to be in accordance with official controls enacted by the City of Taylors Falls.

Section 4. Non-exclusivity of Rules and Bylaws

These Rules and Bylaws are not and cannot be the totality of all regulations of Planning Commission activity. Federal law, state law, and official controls enacted by the City of Taylors Falls should also be reviewed by all participants in Planning Commission matters. Reference should especially be made to Minn. Stat. 462.351 through 462.365.

Article II. Membership

Section 1. Original number of voting members

The Planning Commission consists of five (5) voting members at its establishment, as outlined in Chapter 2, Section 230 of the City Code.

Section 2. 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 1.

Section 3. Alternate Member

An alternate member may partake in discussion at the Commission table, but is not allowed to vote if a quorum of the Commission is present. If a quorum of the Commission is not present, the alternate member counts toward a quorum and 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.

Section 4. Conflict of Interest

Upon taking office, a member is expected to make the interest of the Planning Commission and City paramount over personal interests on any matter related currently or prospectively to the projects and responsibilities of the Commission. A member may not use her or his 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 Commission or the City is a party, or has indirect interest because of employment or investment with a person or organization with which the Commission is dealing, the member must disclose the existence of the interest and describe the nature of the interest to the Commission 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 herself or himself 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 Commission as long as there is full disclosure of the cost to the Commission and the City and is reasonable and competitive with that of other vendors.

Article III. Officers and Duties

Section 1. Offices Designated

The officers of the Commission shall be the Chair, Vice-Chair, and Secretary. The Chair and Vice-Chair shall be elected from the regular membership of the Commission. The Secretary shall be elected from its members.

Section 2. Duties Designated

The City shall supply a qualified staff member to perform all general corresponding and recording secretarial duties for the Planning Commission related to the holding of public hearings.

Section 3. Election of Officers

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

Section 4. Duties of Officers

4.01. Chair

The Chair shall have the following responsibilities:

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

4.02. 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 meeting, absence from City or not being readily able to function as Chair.

4.03. Secretary

The Secretary shall have the following responsibilities:

- (1) Perform general corresponding and recording secretarial duties
- (2) Serve as parliamentarian.
- (3) Act as temporary Chair in absence of Chair and Vice Chair.
- (4) Record and maintain a record of minutes of the meetings of the Commission.
- (5) Post meeting notices.

These duties and responsibilities of the Planning Commission Secretary are delegated to the designated City Staff, including but not limited to:

- (a) Record and maintain a verbatim record and minutes of the public hearings of the Planning Commission.
- (b) Process and maintain all information relating to the Commission's business including information gathered at public hearings.
- (c) Arrange for publication of public hearing notices and handle all other administrative affairs.

Section 5. Vacancies of Officers

5.01. Chair

In the absence of the Chair, the Vice-Chair shall be Chair.

5.02. Vice-Chair or Secretary

If a vacancy occurs in the office of Vice-Chair or Secretary, the regular members shall elect an individual to fill the remaining time left in the term.

5.03. Chair, Vice-Chair

If at a meeting or hearing of the Planning Commission neither the Chair or Vice-Chair are present, the Secretary shall conduct the meeting until such time that the members have elected a Chair for the meeting.

Article IV. Meetings and Hearings

Section 1. Notice

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

Section 2. Meetings

3.01. Open Meetings and Records

All meetings of the City of Taylors Falls Planning 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 information submitted to Taylors Falls City for hearing purposes becomes the property of Taylors Falls City.

3.03. Record Maintenance

The designated City staff shall be required to maintain all records gathered during public hearings. The City shall not be required to maintain the records for more than three years after the close of the hearing.

Section 3. Meeting Records

Minutes of all public hearings shall be prepared by the designated City staff. Transcripts of public hearings and meetings are not ordinarily prepared. The public is specifically allowed to preserve and record the proceedings of the Planning Commission by using voice recording instruments, court reporters, stenographers, or other reasonable means of record preservation.

Section 5. Meeting Arrangements

5.01. Date

The Planning Commission shall normally meet on the first Monday 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 reset 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 Planning Commission shall be held at 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, staff and general public.

5.04. Additional Meetings

The Commission, any three Commission members, the Commission Chair, the City, or the designated City staff may call special meetings or hearings 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 Planning Commission meetings:

- (a) Call to order
- (b) Roll call
- (c) Adoption of agenda
- (d) Public hearings
- (e) Approval of minutes of previous meeting or hearing
- (f) Communications
- (g) Reports of committees
- (h) Department reports
- (i) Unfinished business
- (j) New business
- (k) Other business that may be appropriately brought before Commission
- (l) Adjournment

Section 7. Parliamentary Procedure

- 7.01. 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. The Chair shall make all parliamentary rulings. The Secretary shall serve as the parliamentarian advisor to the Commission.

Section 8. Public Hearings

- 8.01. The designated City staff shall set the agenda for the public hearings.
- 8.02. Hearing Continuances and Postponements

- (a) Pre-notification Postponements

- If an applicant requests a postponement in writing to the designated City staff prior to the notification of adjacent property owners and notice publication, said postponement shall be approved.

- (b) Post-notification Postponements

- Postponements after notification of adjacent property owners and notice publication will not be permitted.

- (c) Continuances

- The Commission may continue a hearing if it determines a need exists for additional information or fairness dictates another hearing. The designated City staff may authorize and require another hearing of the matter before the hearing if it is determined and certified to the Commission that an unforeseeable emergency exists that renders the applicant or potentially aggrieved party unavailable.

Section 9. Conduct of Hearing

- 9.01. General Rights

- All parties shall have the right to present evidence, rebuttal testimony, and argument with respect to the issues, and to cross examine witnesses.

- 9.02. Quorum Needed for Hearing

- Three voting members of the Commission in attendance are necessary for a quorum to hold a hearing.

- 9.03. Order of Hearing

- The following procedure shall be followed for the order of persons appearing before the Commission:

- (a) The applicant or representative shall be allowed to comment.

- (b) City staff report shall be given and include but not limited to a description of the request, analysis of the facts, communications received, conclusions, and recommendations. All appropriate City agencies may present information relevant to the case at this time.
- (c) Other governmental or information sources that may be appropriate, such as the county, a township, or a state agency.
- (d) Those in favor of the proposal.
- (e) Those opposed to the proposal.
- (f) Other comments or evidence from the public.

9.04. Cross Examination and Interrogation

- (a) Regular members may question any individual at the termination of that individual's presentation.
- (b) Regular members may question all individuals at the end of all testimony.
- (c) Any individual may make a request to cross examine a witness. If possible, this should be accomplished by directing suggested examination questions to the Chair. If specifically requested, the Chair will allow individuals to personally cross examine witnesses. The Chair will then take the necessary steps to insure that cross examination questions and answers are being recorded, and the Chair may take such actions necessary to prevent repetitive, argumentative, or irrelevant questions and to expedite the cross examination to the extent consistent with disclosure of all relevant testimony and information.

9.05. Evidence

- (a) General

The Planning Commission is not bound by statutory rules of evidence. The Chair shall admit into evidence all information that is informative and material to the Commission's business. No evidence that has not been submitted at the hearing may be considered by the Commission. No oaths shall be permitted for anyone offering evidence before the Commission.

- (b) Submission of Studies, Reports, and Other Materials

All materials submitted to the Commission prior to the hearing shall be available for public inspection. The designated City staff shall establish policies and procedures for public review of information prior to and after the Commission hearing.

Letters and documents submitted by the applicant or public will be read into the record or may be summarized by County staff. Commission members and the public shall have access to all information. If an applicant or member of the public desires to submit information directly to the Commission prior to the meeting, they

may do so only through the designated City staff. Those submitting such information shall provide a sufficient number of documents so that all members of the Commission, including ex-officio, shall have a set. The failure of the applicant to submit substantial technical or professional reports, plans, or studies well in advance of the hearing for public, staff, and Commission review may result in a continuance being declared by the Commission after the initial hearing.

Section 10. Communication with Public and Applicant

10.01. General

No Commission member prior to a public hearing or during any other time prior to the Commission's deliberations on the matter shall discuss with ~~staff~~, applicant, themselves or the general public merits of a pending case.

10.02. Disclosure

If a Commission member discusses a pending case in violation of Section 10.01, the member shall disclose during the public hearing the facts relating to such a meeting.

10.03. Exception

Nothing in this section shall preclude the general informational communication by Commission members relating to the general conduct of a meeting or hearing or forbid members from discussing a coming meeting so long as the facts or merits of the meeting are not discussed.

Section 11. Deliberations

11.01. General

All deliberations are open to the public. However, no additional testimony may be offered after the close of the public hearing. Commission members may ask specific questions of nonmembers provided that the question is intended to clarify an item that has already been submitted into evidence. The Chair shall not allow any new information or opinions to be brought into the debate at this time. The designated City staff shall be permitted to ask questions to clarify motions or items brought out in the hearing.

11.02. Timing

Unless the hearing is continued or reopened, deliberations on an item shall take place after the close of all of that meeting's scheduled public hearings.

11.03. Continued Deliberation

If the Commission desires to continue deliberations, it may do so. However, no additional testimony or information may be provided to the Commission unless the public hearing is reopened. Commission members may inspect the site in question without reopening the hearing.

11.04. Voting

All regular members including the Chair may vote on all items. However, no member who did not attend the majority of time of a public hearing for a specific item may vote on that item. Failure to vote in this circumstance is not counted against the quorum.

11.05. Conflict of Interest

No member of the Planning Commission is permitted to act on any matter in which he has, either directly or indirectly, any personal or financial interest. A member who has a conflict of interest may not testify relative to the matter, discuss, deliberate, or sit with the Commission.

Section 12. Applications

12.01. Procedure

All applications shall be submitted on a form provided by the designated City staff, if one is available, and accompanied by all items required in the City's official controls.

12.02. Deadline

The designated City staff shall set the deadlines for applications coming before the Commission.

12.03. Review of Applications

All applications shall be available for public review in accordance to procedures outlined by the designated City staff.

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.

**Taylors Falls Park & Recreation Commission
Rules and Bylaws**

Article I. Introduction.

Section 1. Purpose.

The City of Taylors Falls Park & Recreation 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 Park & Recreation 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 Taylors 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 Taylors 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 Park & Recreation Commission activity. Federal law, state law, and official controls enacted by the City of Taylors Falls should also be reviewed by all participants in Park & Recreation Commission matters.

Article II. Membership.

Section 1. Original number of voting members.

The Park & Recreation Commission consists of seven (7) voting members at its establishment, as outlined in Chapter 2, Section 250 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 seven (7) 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 seven (7) 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 2, 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 the adoption of these amended bylaws on July 9, 2001, is five (5).

The number of voting members as of the original adoption of these bylaws on Sept. 27, 2000, is seven (7).

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. Alternate Member

An alternate member may partake in discussion at the Commission table, but is not allowed to vote if a quorum of the Commission is present. If a quorum of the Commission is not present, the alternate member counts toward a quorum and 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.

Section 6. Conflict of Interest.

Upon taking office, a member is expected to make the interest of Park & Recreation Commission and City paramount over personal interests on any matter related currently or prospectively to the projects and responsibilities of Park & Recreation Commission. 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 Park & Recreation Commission or the City is a party, or has indirect interest because of employment or investment with a person or organization with which the Park & Recreation Commission is dealing, the member must disclose the existence of the interest, and describe the nature of the interest to the Park & Recreation Commission 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 Park & Recreation Commission as long as there is full disclosure of the cost to the Park & Recreation Commission 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

3.03 (3-6). 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 Park & Recreation Commission shall be made in a manner in accordance with all statutory and ordinance notification requirements.

Section 2. Inclusions

2.01. Workshops and General Purposes.

Workshops and other meetings of the Park & Recreation 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.

2.02 Project Site Viewing.

The Commission, the Commission chair or three (3) voting members of the Commission 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.

2.03. Review Procedures.

These rules shall apply primarily to adoption and administration of plans and official controls. The chair may cite these rules for other items coming before the Commission.

Section 3. Meetings.

3.01. Open Meetings and Records.

All meetings of the City of Taylors Falls Park & Recreation 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 the City of Taylors Falls.

All documents submitted to the Park & Recreation 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. The City shall not be required to maintain the records for more than three years.

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 Park & Recreation 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 Park & Recreation Commission.

Section 5. Meeting Arrangements.

5.01. Date.

The Park & Recreation Commission shall normally meet on the third Wednesday 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 Park & Recreation 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 three (3) voting members of the Commission 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.

RESOLUTION 10-07-01

**CITY OF TAYLORS FALLS
CHISAGO COUNTY
STATE OF MINNESOTA**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE AUGUST 11, 2010
PRIMARY ELECTION & NOVEMBER 2, 2010 GENERAL ELECTION**

WHEREAS, a State Primary Election will be held on August 11, 2010; and

WHEREAS, a General Election will be held on November 2, 2010; and

WHEREAS, Minnesota Statute 204B.21, Subd. 2, requires Election Judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Taylors Falls has but one precinct; and

WHEREAS, the following Taylors Falls residents have applied to serve as election judges and meet the qualifications established by the State of Minnesota.

NOW THEREFORE BE IT RESOLVED that the Taylors Falls City Council, in accordance with State Law, hereby appoints the following persons to serve as Election Judges for the 2010 elections in Taylors Falls, and further approves payment of an hourly wage at \$9.00 during training and time served on Election Day.

Linda Carlson
Eleanor Collins
Jeanette Dahlquist
Jan Globensky
Cynthia Holmberg
Lynnette Kutzke
Barb Nelson

Mary Rivard
Ron Schorr
Darlene Schorr
Deb Stein
Geri Swenson
Steve Gall (alternate)

NOW THEREFORE BE IT FURTHER RESOLVED that City Clerk-Treasurer Jo Everson shall serve as the Head Election Judge, and in the event an appointed Judge is unable to serve, is hereby authorized to find a substitute Judge of the same political party for the Judge who cannot serve.

Adopted by the City Council on July 14, 2010

Michael D. Buchite, Mayor

ATTEST:

Jo Everson, Clerk-Treasurer

JUDGE	POSITION	SHIFT
Eleanor Collins	Pre-Registration Judge	6:30 am – 1:30 pm
Deb Stein	Roster Judge	6:30 am – 1:30 pm
Barbara Nelson	Roster Judge	6:30 am – 1:30 pm
Geri Swenson	Demonstrator Judge	6:30 am – 1:30 pm
Lynnette Kutzke	Ballot Judge	6:30 am – 1:30 pm
Mary Rivard	Tabulator Judge	6:30 am – 1:30 pm
Cynthia Holmberg	Pre-Registration Judge	1:30 pm – 8:30 pm
Suzy Hasselquist	Roster Judge	1:30 pm – 8:30 pm
Jan Globensky	Roster Judge	1:30 pm – 8:30 pm
Ron & Darlene Schorr	Demonstrator Judge	1:30 pm – 8:30 pm
Linda Carlson	Ballot Judge	6:30 am – 1:30 pm
Jeanette Dahlquist	Tabulator Judge	1:30 pm – 8:30 pm