

**TAYLORS FALLS CITY COUNCIL  
ORGANIZATIONAL MEETING  
COUNCIL CHAMBERS AT CITY HALL  
WEDNESDAY, JANUARY 2, 2013 – 8:00 A.M.**

**MINUTES**

The Agenda for this Meeting was posted December 27, 2012, 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 their Organizational Meeting on Wednesday, January 2, 2013 at 8:00 a.m. at the Taylors Falls City Hall, 637 First Street, Taylors Falls, Minnesota.

**CALL TO ORDER**

The Meeting was called to order at 8:04 a.m. by City Clerk-Treasurer Jo Everson.

**SWEARING IN OF MAYOR AND COUNCIL MEMBERS**

Clerk-Treasurer, Jo Everson, swore in Mayor Michael D. Buchite for his sixth two-year term. Also sworn in were Council Members John Tangen and Larry Julik-Heine.

**ROLL CALL**

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

MEMBERS ABSENT: None

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

**PLEDGE OF ALLEGIANCE**

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

**ADOPTION OF AGENDA**

MOTION BY JULIK-HEINE/MURPHY TO APPROVE THE AGENDA, AS PRESENTED, FOR THE JANUARY 2, 2013 ORGANIZATIONAL MEETING. MOTION CARRIED UNANIMOUSLY.

**ELECTION OF VICE MAYOR**

NOMINATION BY MURPHY TO ELECT ROSS RIVARD AS VICE-MAYOR. MOTION BY TANGEN/JULIK-HEINE TO CLOSE NOMINATIONS. CALLED TO A VOTE. NOMINATION CARRIED.

**ADOPTION OF RESOLUTIONS**

**RESOLUTION 13-01-01 2013 ORGANIZATION RESOLUTION**

MOTION BY JULIK-HEINE/RIVARD TO ADOPT RESOLUTION 13-01-01, AS AMENDED, THE CITY OF TAYLORS FALLS 2013 ORGANIZATION RESOLUTION. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RESOLUTION 13-01-02 SETTING THE 2013 FEE SCHEDULE**

MOTION BY MURPHY/JULIK-HEINE TO ADOPT RESOLUTION 13-01-02, AS PRESENTED, SETTING THE 2013 FEE SCHEDULE. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RESOLUTION 13-01-03 SETTING 2013 EMPLOYEE COMPENSATION AND BENEFITS**

The Custodian Position was discussed by the City Council, in particular, whether it should continue as an employee-type position or switch to a contract for services. City Clerk Jo Everson reported that Staff has had several complaints regarding the cleanliness at the Community Center, despite the number of hours budgeted for cleaning. She also reported that the current Custodian would like to discontinue cleaning the Community Center yet continue cleaning at City Hall only. It was suggested that perhaps this would be the ideal time for a transition from employee to contract service if that is the best interests of the City. Since the Community Center will essentially be closed during January and February for the remodeling project, it would give Staff time to research the pros and cons for both scenarios.

The Seasonal Worker position was not included in the wage increase since the Council considers the pay based upon experience at the time he/she is hired in the spring or early summer.

MOTION BY TANGEN/RIVARD TO ADOPT RESOLUTION 13-01-03, AS PRESENTED, SETTING 2013 EMPLOYEE COMPENSATION AND BENEFITS. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RESOLUTION 13-01-04 APPROVING 2013 QUARTERLY TRANSFERS**

MOTION BY RIVARD/JULIK-HEINE TO ADOPT RESOLUTION 13-01-04 APPROVING 2013 QUARTERLY TRANSFERS FROM THE WATER AND SEWER FUNDS TO THE GENERAL FUND. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RESOLUTION 13-01-05 SETTING 2013 REIMBURSEMENT RATES**

MOTION BY MURPHY/TANGEN TO ADOPT RESOLUTION 13-01-05, AS PRESENTED, SETTING 2013 REIMBURSEMENT RATES. MOTION CARRIED UNANIMOUSLY. (copy attached)

**REVIEW OF GOALS & DIRECTIVES**

Council reviewed the list of goals from 2012 and discussed if there were any additions or deletions necessary for 2013. The City Clerk suggested that Commission membership should be priority since each one is experiencing the same dilemma (copy attached)

**CONSIDER FINAL 2012 EXPENDITURES**

MOTION BY MURPHY/JULIK-HEINE TO AUTHORIZE THE PAYMENT OF CHECK NUMBERS 24995 - 25021 IN THE AMOUNT OF \$34,684.78 FOR FINAL 2012 CLAIMS AND DISBURSEMENTS. MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT**

MOTION BY MURPHY/JULIK-HEINE TO ADJOURN THE 2013 ORGANIZATIONAL MEETING OF THE TAYLORS FALLS CITY COUNCIL. MOTION CARRIED UNANIMOUSLY.

The Meeting adjourned at 8:29 a.m.

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Michael D. Buchite, Mayor

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Jo Everson, Clerk-Treasurer

**APPROVED: JANUARY 14, 2013**

**RESOLUTION 13-01-01**

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

**2013 ORGANIZATION RESOLUTION**

WHEREAS the Taylors Falls Code of Ordinances, Chapter 2, as well as Minnesota Statute, Chapters 412 and 427, require certain action by the City Council at the annual organizational council meeting in January;

SO THEREFORE BE IT RESOLVED by the Taylors Falls City Council, that it hereby approves the following designations for the year 2013:

**MEETINGS:** Regular meetings of the Taylors Falls City Council shall be held on the Second and Fourth Monday of every month at 7:00 p.m. Any regular meeting that falls upon a holiday shall be held on the next following business day at the same time and place. All meetings, including special and adjourned meetings, shall be held at City Hall, in the Council Chambers, unless the City Council decides otherwise at a prior meeting.

**VICE MAYOR:** In the absence of the Mayor, the Vice Mayor for the Taylors Falls City Council shall be *Ross Rivard*.

**OFFICIAL NEWSPAPER:** The official newspaper for the City of Taylors Falls shall be the Chisago County Press, whose main publication is located in Lindstrom, Minnesota.

**OFFICIAL CITY DEPOSITORIES:** The following financial institutions shall be designated as the official City depositories: The Central Bank, St. Croix Falls, Wisconsin; Royal Credit Union, St. Croix Falls, Wisconsin; and the 4-M Fund, Minneapolis, Minnesota.

The following shall be authorized agents to endorse checks and orders for the payment of money transactions at these official City depositories: Mayor Mike Buchite, Vice-Mayor *Ross Rivard*, Clerk-Treasurer Jo Everson and Coordinator-Zoning Administrator Adam Berklund. The Mayor is further authorized to use a facsimile signature stamp.

**COUNCIL MEMBER LIAISONS:** Council Members shall serve as liaisons to these specific departments/organizations:

Public Works Liaisons: *Ross Rivard & Larry Julik-Heine*  
Police Services: *Mary Jo Murphy*  
Fire Services: *John Tangen*  
Personnel: *Mike Buchite & John Tangen*  
Finance and Administration: *Mary Jo Murphy*

**PLANNING COMMISSION MEMBERS:** The Taylors Falls City Council member appointed by the City Council to the Planning Commission shall be *Ross Rivard*. Other Planning Commission members shall be:

<i>Terms Expire 12/31/2013</i>	<i>Terms Expire 12/31/2014</i>	<i>Terms Expire 12/31/2015</i>
Open Position <i>Gene Anderson</i>	Lee Casperson	Open Position

Alternate Planning Commission Member shall be. *Irv Stolp*

**ECONOMIC DEVELOPMENT COMMISSION MEMBERS:** The Taylors Falls City Council member appointed by the City Council to the Economic Development Commission shall be *Mary Jo Murphy*. Other Economic Development Commission members shall be:

<i>Terms Expire 12/31/2013</i>	<i>Terms Expire 12/31/2014</i>	<i>Terms Expire 12/31/2015</i>
John Coffey Position Open	Open Position	Wade Vitalis

Alternate Economic Development Commission Member to be named at a later date.

**PARK & RECREATION COMMISSION MEMBERS:** The Taylors Falls City Council member appointed by the City Council to the Park & Recreation Commission shall be *Larry Julik-Heine*. Other Park & Recreation Commission members shall be:

<i>Terms Expire 12/31/2013</i>	<i>Terms Expire 12/31/2014</i>	<i>Terms Expire 12/31/2015</i>
Tana Havumaki	Zara Kinnunen	Leo Nelson Rick Stafford

Alternate Park & Rec Commission Member shall be Don Hobson.

**HERITAGE PRESERVATION COMMISSION MEMBERS:** The Taylors Falls City Council member appointed by the City Council to the Heritage Preservation Commission shall be *John Tangen*. Other Heritage Preservation Commission members shall be:

<i>Terms Expire 12/31/2013</i>	<i>Terms Expire 12/31/2014</i>	<i>Terms Expire 12/31/2015</i>
Alyssa Auten Julie Hildebrand	Bill Scott Joanne Frank	Susan Heaven <i>Barb Nelson</i>

Alternate Heritage Preservation Commission Member shall be Brian Pigott.

**LIBRARY BOARD MEMBERS:** The following City residents shall be appointed to the Library Board:

<i>Terms Expire 12/31/2013</i>	<i>Terms Expire 12/31/2014</i>	<i>Terms Expire 12/31/2015</i>
Lesli Johnson Lori Stolp Julie Samuelson	Barb Anderson	Gerald Platzer

**HIGHWAY 8 TASK FORCE & STUDY ADVISORY GROUP:** The Taylors Falls City Council hereby reappoints Steve Gall to the Highway 8 Task Force and Study Advisory Group.

**STORM WATER UTILITY BOARD OF REVIEW:** The Taylors Falls City Council hereby appoints Council Member *Ross Rivard*, residents *Diane Sander*, and *Steve Gall* as members of the Taylors Falls Storm Water Utility Board of Review.

**LEGAL ADVISORS:** The firm of Kelly & Lemmons, P.A., of St. Paul, Minnesota, shall be retained as the law firm responsible for legal services and advice, with Patrick J. Kelly as the primary City Attorney, with Trevor Oliver et al as Assistant City Attorneys.

**CITY PLANNER:** The Taylors Falls City Council hereby chooses not to retain a City Planner at this time.

**AUDIT SERVICES:** The Taylors Falls City Council hereby retains Abdo Eick & Meyers, LLP of Edina, Minnesota, as the firm to audit the financial records of the City of Taylors Falls.

**FINANCIAL ADVISORS:** The Taylors Falls City Council hereby retains Ehlers & Associates, Inc., of Roseville, Minnesota, as the financial advisors for the City of Taylors Falls.

**ENGINEERING SERVICES:** The Taylors Falls City Council hereby retains Bolton & Menk, Inc. of Maplewood, Minnesota, as the firm the City of Taylors Falls will utilize for all civil engineering services, with Steve Heth as the primary City Engineer.

**HEALTH OFFICER:** The Taylors Falls City Council hereby appoints *Dr. William Young* as the City Health Officer for the City of Taylors Falls.

**CITY PROCESS SERVER:** The Taylors Falls City Council hereby appoints the senior law enforcement officer of the Chisago County Sheriff's Department stationed in Taylors Falls as the City Process Server for the City of Taylors Falls.

**CIVIL DEFENSE DIRECTOR:** The Taylors Falls City Council hereby appoints Fire Chief *Al Rivard* and Council Member *John Tangen* as the Co-City Civil Defense Directors.

**WEED INSPECTOR AND FORESTER:** The Taylors Falls City Council hereby appoints Public Works Superintendent Mike Kriz the Deputy Weed Inspector and Forester for the City of Taylors Falls.

**FIRE WARDEN AND FIRE MARSHALL:** The Taylors Falls City Council hereby appoints *Coordinator-Zoning Administrator Adam Berklund* as the Fire Warden of the City of Taylors Falls, and Fire Chief, Al Rivard as the Fire Marshall of the City of Taylors Falls.

**BUILDING OFFICIAL:** The Taylors Falls City Council hereby appoints *Jack Kramer* as the responsible agent for building inspections for the City of Taylors Falls.

**ZONING ADMINISTRATOR:** The Taylors Falls City Council hereby appoints Adam Berklund as Zoning Administrator for the City of Taylors Falls.

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 13-01-02**

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

**2013 FEE SCHEDULE**

<u>CHARGES FOR SERVICES</u>	<u>FEE</u>		
Assessment Searches	\$15.00		
Binding	\$3.00		
Copy of Development Code	\$50.00		
Copy of City Comprehensive Plan	\$50.00		
Copy of City Ordinances	\$75.00		
Copy of Meeting Packets	\$5.00 (1 – 10 pages)		
	\$8.00 (11 – 20 pages)		
	\$12.00 (17 – 35 pages)		
	\$25.00 (over 35 pages)		
Photo Copies	\$.25 per page		
Council Agenda Mailing	\$20.00 annually		
Council Meeting Minutes Mailing	\$35.00 annually		
Commission Agenda Mailing	\$7.00 annually		
Commission Meeting Minutes Mailing	\$15.00 annually		
Address Labels	\$2.50 per sheet		
List of City Residents	\$10.00		
Fax / Sending or Receiving	\$1.00		
NFS Checks	\$30.00		
Flushing of hydrants	\$200.00		
Private Sewer Inspection & Cleaning	\$250.00		
Replacement of Private Traffic Signage	Actual Costs		
Repairs to Privately Owned Utilities	Actual Costs		
Emergency Response by Fire Dept.	Rates Established Per Policy		
Mowing & Sidewalk Clearing	\$75.00 (2 hr minimum)		
 <u>ANIMAL LICENSES</u>			
Dog - sexed / unsexed	\$10.00 / \$5.00		
Cat - sexed / unsexed	\$5.00 / \$3.00		
Impound Fee	Actual Cost		
Kennel License	\$50.00		
Dangerous Dog Registration	\$200.00		
 <u>COMMUNITY CENTER RENTAL</u>			
Normal Rental	\$275.00	<u>Resident</u>	<u>Non-resident</u> <u>Deposit</u>
Dances (Public or Wedding)	\$325.00	\$325.00	\$375.00    \$100.00
Commercial Use	\$375.00	\$425.00	\$100.00
Police Supervision	\$50.00/hr (2 hr minimum)		
Janitorial Services	\$25.00/hour	\$35.00/hour	
Reduced Rates	\$50.00		
 <u>CITY HALL CONFERENCE ROOM RENTAL</u>			
	\$50.00 (2 hour rental)		
 <u>LIQUOR LICENSES</u>			
License Investigation Fee	\$50.00		
On-Sale	\$1,800.00		
Temporary On-Sale	\$10.00 / day		
On-Sale Wine	\$100.00		
On-Sale Beer	\$100.00		
Off-Sale Liquor	\$150.00		

<u>ITEM</u>	<u>FEE</u>
<u>LIQUOR LICENSES</u> <i>(continued)</i>	
Sunday On-Sale	\$200.00
Beer Off-Sale	\$100.00
<u>MISCELLANEOUS LICENSES / PERMITS</u>	
Adult Use Business License	\$3,500.00
Investigative Fee	\$1,500.00
Pawnbroker License	\$1,500.00
Investigative Fee	\$500.00
Burning Permit	\$20.00
Cigarette Sales License	\$150.00
Dance / Live Music Permit	\$20.00
Fireworks License	\$500.00
Explosives License	\$500.00
Peddler Investigation Fee	\$50.00
Peddler Licenses	\$100.00/month
Transient Merchants	\$25.00/weekday
Transient Merchants	\$40.00/week-end day
Solid Waste Collection License	\$150.00
<u>UTILITY RATES/FEES</u>	
<u>WATER</u>	
New	\$2,087.00
Reconnect (turn on or off)	\$40.00 (\$65.00 after hours)
Meter	\$350.00
Inspection	\$40.00
Maintenance Repair / Work	\$40.00 hourly <i>(1 hour minimum)</i>
Well Construction Permit	\$100.00
Annual Resident Water Base Charge	\$6.53 per REU
Water Usage Fee	\$3.62 per thousand
Annual Non-resident Water Base Charge	\$9.80 per REU
	\$5.43 per thousand
Water Haulers Water Rate	\$8.00 per thousand
Meter Reading / Testing	\$30.00
Late Payment Fee	10% of delinquent balance
Annual State Fee	\$6.37 (\$1.06 bi-monthly)
Bond Amount	\$25,000.00 (per Statute)
Repair or Replace Water Line	\$40.00
Violation of Water Restriction Order	\$50.00 (per day/violation)
Trunk Water Main Area Fee	\$2,089.00 per acre or \$849.00 per REU (whichever is less)
<u>SEWER</u>	
New	\$2,461.00
Inspection	\$40.00
Annual Sewer Base Charge	\$17.36 per REU
Sewer Usage Fee	\$3.03 per thousand gallons of water used
Late Payment Fee	10% of delinquent balance
Repair/Replace Sewer Line Permit Fee	\$40.00
Maintenance Repair / Work	\$45.00 hourly <i>(1 hour minimum)</i>
Septic System Permit	\$100.00
Septic Tank Disposal	\$30.00 per load
Trunk Sanitary Sewer Area Fees	\$4,307.00 per acre or \$1,723.00 per REU (whichever is less)
	\$2,123.00 per acre or \$849.00 per REU (whichever is less)
<u>STORM WATER</u>	
Classification 1 - 4	\$1.50/per REF

<u>ITEM</u>	<u>FEE</u>
<u>CONSULTANT FEES</u>	
Attorney Hourly Fee	Actual Cost
City Staff Hourly Fee	\$45.00
Engineer Hourly Fee	Actual Cost
Planner Hourly Fee	Actual Cost
<u>ZONING RELATED FEES</u>	
Appeal	\$125.00
Amendment	\$125.00
Conditional Use	\$125.00
Demolition Permit	\$25.00
Fence Permit	\$25.00
Interim Use Permit	\$125.00
Planned Unit Development	\$125.00 + \$50.00 per Unit
Publication	\$150.00
Recording Fees	\$46.00
Sign Permit	\$25.00
Site Plan Review	\$125.00
Subdivision	\$125.00 + \$50.00 per Lot
Variance	\$125.00
Street or Alley Vacation	\$125.00
Zoning Permit (Admin Fee)	\$25.00
Zoning Map	\$1.00
<u>PUBLIC WORKS EQUIPMENT</u>	
<i>(includes cost of operator with a one (1) hour minimum charge)</i>	
Sanding	\$75.00 <i>per occasion</i>
Sweeper	\$130.00 / hour
Rodding / Jetting	\$175.00 / hour
Skidsteer w/attachments	\$75.00 / hour
New Holland Tractor w/attachments	\$135.00 / hour
Kabota Riding Mower	\$85.00 / hour
Single Axle Dump Truck	\$115.00 / hour
1-Ton Truck	\$100.00 / hour
Tapping of Mains	
On City System	\$200.00 <i>plus materials</i>
Outside City System	\$300.00 <i>plus materials</i>
<u>RIGHT-OF-WAY FEES</u>	
Registration	\$40.00 <i>(+ Other Applicable Fees)</i>
Excavation	
Hole	\$125.00
Trench	\$1.50 / lineal foot <i>(+ Hole Fee)</i>
Obstruction	
Base Fee	\$50.00
Lineal Foot	\$0.50 / lineal foot <i>(+ Base Fee)</i>
Delay Penalty	\$60.00 <i>(Up to 3 Days Late)</i>
Additional Delay Penalty	\$60.00/day <i>(Over 3 Days)</i>

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 13-01-03**

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

**RESOLUTION SETTING 2013 EMPLOYEE COMPENSATION**

WHEREAS the City of Taylors Falls Personnel Policy requires that the City Council review compensation to City employees on an annual basis, which historically has been done at the annual organizational council meeting; and

WHEREAS the approved 2013 Budgets reflect anticipated salaries and benefits; and

SO THEREFORE BE IT RESOLVED that the City Council hereby approves the following compensation for all City employees, effective the first full payroll cycle of 2013:

Jo Everson, Clerk-Treasurer	\$24.45	Hourly
Adam Berklund, Coordinator-Zoning Administrator	\$17.50	Hourly
Mike Kriz, Public Works Superintendent	\$24.45	Hourly
Bill Neska, Public Works Maintenance Worker	\$20.44	Hourly
Seasonal Help	\$9.00	Hourly
Diane Dedon, Librarian	\$9.30	Hourly
Substitute Librarians	\$7.43	Hourly
Kevin Schumann, Custodian	\$14.88	Hourly
Carol Schumann, Custodian	\$14.88	Hourly

RESOLVED that the Employee Overtime Bank for 2013 shall include 100 hours of paid overtime for the Public Works Department. These are hours available to the employee to draw down, using one hour from the bank as payment for one hour of overtime, at a rate of 1½ of their regular pay for each hour used.

RESOLVED that the monthly insurance benefits for all full-time employees shall be \$500.00.

RESOLVED that the City shall pay the premium for a \$25,000.00 life insurance policy for full-time employees.

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 13-01-04**

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

**RESOLUTION TO APPROVE 2013 QUARTERLY TRANSFERS**

WHEREAS the City Council has granted final approval of the 2013 Budgets; and

WHEREAS the 2013 Budget includes \$65,000.00 from the Water and Sewer Funds which will be used to reimburse the General Fund for wages expended for Administrative and Public Works personnel; and

WHEREAS it would be in the best financial interest of the City's General Fund to transfer on a quarterly basis;

SO THEREFORE BE IT RESOLVED by the Taylors Falls City Council that it hereby approves the quarterly transfer of \$8,000.00 from the Water Fund (601), and \$8,250.00 from the Sewer Fund (602), for a total of \$16,250.00 as a transfer reimbursement to the General Fund (101) *(calculated at 49% water and 51% sewer)*.

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 13-01-05  
CITY OF TAYLORS FALLS  
COUNTY OF CHISAGO  
STATE OF MINNESOTA**

**RESOLUTION TO SET 2013 REIMBURSEMENT RATES**

WHEREAS, Taylors Falls City Council Members and members of Commissions and Committees may, from time to time, request reimbursement for mileage and meals while conducting official City business; and

WHEREAS Section 135.01 of the Taylors Falls Personnel Policy requires the City Council to annually set the rate of reimbursement for mileage for City employees while using their personal vehicles for official City business; and

WHEREAS Section 135.02 of the Personnel Policy of the City of Taylors Falls requires the City Council to annually set the rate of reimbursement for meals for City employees who are out of town on official City business; and

SO THEREFORE BE IT RESOLVED by the Taylors Falls City Council that it hereby approves that the mileage reimbursements to be paid for City travel in non-City vehicles shall be figured at the current federal rate (\$.565 January 1, 2013).

BE IT FURTHER RESOLVED by the Taylors Falls City Council that it hereby approves the 2013 reimbursement rate for meals while traveling on City business at:

Breakfast	\$11.00
Lunch	\$16.00
Dinner	\$34.00

BE IT FURTHER RESOLVED that meal reimbursement shall require proof of receipts and shall not exceed said reimbursement rate.

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

---

Michael D. Buchite, Mayor

ATTEST:

---

Jo Everson, Clerk-Treasurer

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COUNTY OF CHISAGO  
STATE OF MINNESOTA**

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Open Position <i>Gene Anderson</i>	Lee Casperson	Open Position <i>Fred Bechtold</i>

Alternate Planning Commission Member shall be. *Irv Stolp*

**ECONOMIC DEVELOPMENT COMMISSION MEMBERS:** The Taylors Falls City Council member appointed by the City Council to the Economic Development Commission shall be *Mary Jo Murphy*. Other Economic Development Commission members shall be:

<i>Terms Expire 12/31/2013</i>	<i>Terms Expire 12/31/2014</i>	<i>Terms Expire 12/31/2015</i>
John Coffey Position Open	Open Position	Wade Vitalis

Alternate Economic Development Commission Member to be named at a later date.

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Alternate Heritage Preservation Commission Member shall be Brian Pigott.

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**HIGHWAY 8 TASK FORCE & STUDY ADVISORY GROUP:** The Taylors Falls City Council hereby reappoints Steve Gall to the Highway 8 Task Force and Study Advisory Group.

**STORM WATER UTILITY BOARD OF REVIEW:** The Taylors Falls City Council hereby appoints Council Member *Ross Rivard*, residents *Diane Sander*, and *Steve Gall* as members of the Taylors Falls Storm Water Utility Board of Review.

**LEGAL ADVISORS:** The firm of Kelly & Lemmons, P.A., of St. Paul, Minnesota, shall be retained as the law firm responsible for legal services and advice, with Patrick J. Kelly as the primary City Attorney, with Trevor Oliver et al as Assistant City Attorneys.

**CITY PLANNER:** The Taylors Falls City Council hereby chooses not to retain a City Planner at this time.

**AUDIT SERVICES:** The Taylors Falls City Council hereby retains Abdo Eick & Meyers, LLP of Edina, Minnesota, as the firm to audit the financial records of the City of Taylors Falls.

**FINANCIAL ADVISORS:** The Taylors Falls City Council hereby retains Ehlers & Associates, Inc., of Roseville, Minnesota, as the financial advisors for the City of Taylors Falls.

**ENGINEERING SERVICES:** The Taylors Falls City Council hereby retains Bolton & Menk, Inc. of Maplewood, Minnesota, as the firm the City of Taylors Falls will utilize for all civil engineering services, with Steve Heth as the primary City Engineer.

**HEALTH OFFICER:** The Taylors Falls City Council hereby appoints *Dr. William Young* as the City Health Officer for the City of Taylors Falls.

**CITY PROCESS SERVER:** The Taylors Falls City Council hereby appoints the senior law enforcement officer of the Chisago County Sheriff's Department stationed in Taylors Falls as the City Process Server for the City of Taylors Falls.

**CIVIL DEFENSE DIRECTOR:** The Taylors Falls City Council hereby appoints Fire Chief *Al Rivard* and Council Member *John Tangen* as the Co-City Civil Defense Directors.

**WEED INSPECTOR AND FORESTER:** The Taylors Falls City Council hereby appoints Public Works Superintendent Mike Kriz the Deputy Weed Inspector and Forester for the City of Taylors Falls.

**FIRE WARDEN AND FIRE MARSHALL:** The Taylors Falls City Council hereby appoints *Coordinator-Zoning Administrator Adam Berklund* as the Fire Warden of the City of Taylors Falls, and Fire Chief, Al Rivard as the Fire Marshall of the City of Taylors Falls.

**BUILDING OFFICIAL:** The Taylors Falls City Council hereby appoints *Jack Kramer* as the responsible agent for building inspections for the City of Taylors Falls.

**ZONING ADMINISTRATOR:** The Taylors Falls City Council hereby appoints Adam Berklund as Zoning Administrator for the City of Taylors Falls.

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 13-01-02**

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

**2013 FEE SCHEDULE**

<u>CHARGES FOR SERVICES</u>	<u>FEE</u>		
Assessment Searches	\$15.00		
Binding	\$3.00		
Copy of Development Code	\$50.00		
Copy of City Comprehensive Plan	\$50.00		
Copy of City Ordinances	\$75.00		
Copy of Meeting Packets	\$5.00 (1 – 10 pages)		
	\$8.00 (11 – 20 pages)		
	\$12.00 (17 – 35 pages)		
	\$25.00 (over 35 pages)		
Photo Copies	\$.25 per page		
Council Agenda Mailing	\$20.00 annually		
Council Meeting Minutes Mailing	\$35.00 annually		
Commission Agenda Mailing	\$7.00 annually		
Commission Meeting Minutes Mailing	\$15.00 annually		
Address Labels	\$2.50 per sheet		
List of City Residents	\$10.00		
Fax / Sending or Receiving	\$1.00		
NFS Checks	\$30.00		
Flushing of hydrants	\$200.00		
Private Sewer Inspection & Cleaning	\$250.00		
Replacement of Private Traffic Signage	Actual Costs		
Repairs to Privately Owned Utilities	Actual Costs		
Emergency Response by Fire Dept.	Rates Established Per Policy		
Mowing & Sidewalk Clearing	\$75.00 (2 hr minimum)		
 <u>ANIMAL LICENSES</u>			
Dog - sexed / unsexed	\$10.00 / \$5.00		
Cat - sexed / unsexed	\$5.00 / \$3.00		
Impound Fee	Actual Cost		
Kennel License	\$50.00		
Dangerous Dog Registration	\$200.00		
 <u>COMMUNITY CENTER RENTAL</u>			
Normal Rental	\$275.00	<u>Resident</u>	<u>Non-resident</u> <u>Deposit</u>
Dances (Public or Wedding)	\$325.00	\$325.00	\$375.00     \$100.00
Commercial Use	\$375.00	\$425.00	\$100.00
Police Supervision	\$50.00/hr (2 hr minimum)		
Janitorial Services	\$25.00/hour	\$35.00/hour	
Reduced Rates	\$50.00		
 <u>CITY HALL CONFERENCE ROOM RENTAL</u>			
	\$50.00 (2 hour rental)		
 <u>LIQUOR LICENSES</u>			
License Investigation Fee	\$50.00		
On-Sale	\$1,800.00		
Temporary On-Sale	\$10.00 / day		
On-Sale Wine	\$100.00		
On-Sale Beer	\$100.00		
Off-Sale Liquor	\$150.00		

<u>ITEM</u>	<u>FEE</u>
<u>LIQUOR LICENSES</u> <i>(continued)</i>	
Sunday On-Sale	\$200.00
Beer Off-Sale	\$100.00
<u>MISCELLANEOUS LICENSES / PERMITS</u>	
Adult Use Business License	\$3,500.00
Investigative Fee	\$1,500.00
Pawnbroker License	\$1,500.00
Investigative Fee	\$500.00
Burning Permit	\$20.00
Cigarette Sales License	\$150.00
Dance / Live Music Permit	\$20.00
Fireworks License	\$500.00
Explosives License	\$500.00
Peddler Investigation Fee	\$50.00
Peddler Licenses	\$100.00/month
Transient Merchants	\$25.00/weekday
Transient Merchants	\$40.00/week-end day
Solid Waste Collection License	\$150.00
<u>UTILITY RATES/FEES</u>	
<u>WATER</u>	
New	\$2,087.00
Reconnect (turn on or off)	\$40.00 (\$65.00 after hours)
Meter	\$350.00
Inspection	\$40.00
Maintenance Repair / Work	\$40.00 hourly <i>(1 hour minimum)</i>
Well Construction Permit	\$100.00
Annual Resident Water Base Charge	\$6.53 per REU
Water Usage Fee	\$3.62 per thousand
Annual Non-resident Water Base Charge	\$9.80 per REU
	\$5.43 per thousand
Water Haulers Water Rate	\$8.00 per thousand
Meter Reading / Testing	\$30.00
Late Payment Fee	10% of delinquent balance
Annual State Fee	\$6.37 (\$1.06 bi-monthly)
Bond Amount	\$25,000.00 (per Statute)
Repair or Replace Water Line	\$40.00
Violation of Water Restriction Order	\$50.00 (per day/violation)
Trunk Water Main Area Fee	\$2,089.00 per acre or \$849.00 per REU (whichever is less)
<u>SEWER</u>	
New	\$2,461.00
Inspection	\$40.00
Annual Sewer Base Charge	\$17.36 per REU
Sewer Usage Fee	\$3.03 per thousand gallons of water used
Late Payment Fee	10% of delinquent balance
Repair/Replace Sewer Line Permit Fee	\$40.00
Maintenance Repair / Work	\$45.00 hourly <i>(1 hour minimum)</i>
Septic System Permit	\$100.00
Septic Tank Disposal	\$30.00 per load
Trunk Sanitary Sewer Area Fees	\$4,307.00 per acre or \$1,723.00 per REU (whichever is less)
	\$2,123.00 per acre or \$849.00 per REU (whichever is less)
<u>STORM WATER</u>	
Classification 1 - 4	\$1.50/per REF

<u>ITEM</u>	<u>FEE</u>
<u>CONSULTANT FEES</u>	
Attorney Hourly Fee	Actual Cost
City Staff Hourly Fee	\$45.00
Engineer Hourly Fee	Actual Cost
Planner Hourly Fee	Actual Cost
<u>ZONING RELATED FEES</u>	
Appeal	\$125.00
Amendment	\$125.00
Conditional Use	\$125.00
Demolition Permit	\$25.00
Fence Permit	\$25.00
Interim Use Permit	\$125.00
Planned Unit Development	\$125.00 + \$50.00 per Unit
Publication	\$150.00
Recording Fees	\$46.00
Sign Permit	\$25.00
Site Plan Review	\$125.00
Subdivision	\$125.00 + \$50.00 per Lot
Variance	\$125.00
Street or Alley Vacation	\$125.00
Zoning Permit (Admin Fee)	\$25.00
Zoning Map	\$1.00
<u>PUBLIC WORKS EQUIPMENT</u>	
<i>(includes cost of operator with a one (1) hour minimum charge)</i>	
Sanding	\$75.00 <i>per occasion</i>
Sweeper	\$130.00 / hour
Rodding / Jetting	\$175.00 / hour
Skidsteer w/attachments	\$75.00 / hour
New Holland Tractor w/attachments	\$135.00 / hour
Kabota Riding Mower	\$85.00 / hour
Single Axle Dump Truck	\$115.00 / hour
1-Ton Truck	\$100.00 / hour
Tapping of Mains	
On City System	\$200.00 <i>plus materials</i>
Outside City System	\$300.00 <i>plus materials</i>
<u>RIGHT-OF-WAY FEES</u>	
Registration	\$40.00 <i>(+ Other Applicable Fees)</i>
Excavation	
Hole	\$125.00
Trench	\$1.50 / lineal foot <i>(+ Hole Fee)</i>
Obstruction	
Base Fee	\$50.00
Lineal Foot	\$0.50 / lineal foot <i>(+ Base Fee)</i>
Delay Penalty	\$60.00 <i>(Up to 3 Days Late)</i>
Additional Delay Penalty	\$60.00/day <i>(Over 3 Days)</i>

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 13-01-03**

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

**RESOLUTION SETTING 2013 EMPLOYEE COMPENSATION**

WHEREAS the City of Taylors Falls Personnel Policy requires that the City Council review compensation to City employees on an annual basis, which historically has been done at the annual organizational council meeting; and

WHEREAS the approved 2013 Budgets reflect anticipated salaries and benefits; and

SO THEREFORE BE IT RESOLVED that the City Council hereby approves the following compensation for all City employees, effective the first full payroll cycle of 2013:

Jo Everson, Clerk-Treasurer	\$24.45	Hourly
Adam Berklund, Coordinator-Zoning Administrator	\$17.50	Hourly
Mike Kriz, Public Works Superintendent	\$24.45	Hourly
Bill Neska, Public Works Maintenance Worker	\$20.44	Hourly
Seasonal Help	\$9.00	Hourly
Diane Dedon, Librarian	\$9.30	Hourly
Substitute Librarians	\$7.43	Hourly
Kevin Schumann, Custodian	\$14.88	Hourly
Carol Schumann, Custodian	\$14.88	Hourly

RESOLVED that the Employee Overtime Bank for 2013 shall include 100 hours of paid overtime for the Public Works Department. These are hours available to the employee to draw down, using one hour from the bank as payment for one hour of overtime, at a rate of 1½ of their regular pay for each hour used.

RESOLVED that the monthly insurance benefits for all full-time employees shall be \$500.00.

RESOLVED that the City shall pay the premium for a \$25,000.00 life insurance policy for full-time employees.

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 13-01-04**

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

**RESOLUTION TO APPROVE 2013 QUARTERLY TRANSFERS**

WHEREAS the City Council has granted final approval of the 2013 Budgets; and

WHEREAS the 2013 Budget includes \$65,000.00 from the Water and Sewer Funds which will be used to reimburse the General Fund for wages expended for Administrative and Public Works personnel; and

WHEREAS it would be in the best financial interest of the City's General Fund to transfer on a quarterly basis;

SO THEREFORE BE IT RESOLVED by the Taylors Falls City Council that it hereby approves the quarterly transfer of \$8,000.00 from the Water Fund (601), and \$8,250.00 from the Sewer Fund (602), for a total of \$16,250.00 as a transfer reimbursement to the General Fund (101) *(calculated at 49% water and 51% sewer)*.

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 13-01-05  
CITY OF TAYLORS FALLS  
COUNTY OF CHISAGO  
STATE OF MINNESOTA**

**RESOLUTION TO SET 2013 REIMBURSEMENT RATES**

WHEREAS, Taylors Falls City Council Members and members of Commissions and Committees may, from time to time, request reimbursement for mileage and meals while conducting official City business; and

WHEREAS Section 135.01 of the Taylors Falls Personnel Policy requires the City Council to annually set the rate of reimbursement for mileage for City employees while using their personal vehicles for official City business; and

WHEREAS Section 135.02 of the Personnel Policy of the City of Taylors Falls requires the City Council to annually set the rate of reimbursement for meals for City employees who are out of town on official City business; and

SO THEREFORE BE IT RESOLVED by the Taylors Falls City Council that it hereby approves that the mileage reimbursements to be paid for City travel in non-City vehicles shall be figured at the current federal rate (\$.565 January 1, 2013).

BE IT FURTHER RESOLVED by the Taylors Falls City Council that it hereby approves the 2013 reimbursement rate for meals while traveling on City business at:

Breakfast	\$11.00
Lunch	\$16.00
Dinner	\$34.00

BE IT FURTHER RESOLVED that meal reimbursement shall require proof of receipts and shall not exceed said reimbursement rate.

APPROVED THIS 2<sup>nd</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer

**RESOLUTION 12-12-04**

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

**A RESOLUTION TRANSFERRING MONIES FROM ONE FUND  
TO ANOTHER FOR BUDGET YEAR 2011**

WHEREAS the City Council adopted the 2012 budget on December 26, 2011, with the establishment of an operating budget for each Department; and

WHEREAS Department Heads are charged with the responsibility of prudent spending throughout the year; and

WHEREAS certain Departments have surplus budget balances due to this practice; and

WHEREAS the General Fund cash reserves have steadily increased over the years, primarily due to increased revenues and these budget surpluses; and

WHEREAS the City Council has considered allocating a portion of the monies from certain surplus budget balances for specific purposes.

SO THEREFORE BE IT RESOLVED by the Taylors Falls City Council that it hereby authorizes the transfer of the following 2012 budget balances:

- \$7,205.00 shall be transferred from the General Fund/Public Works Department Budget (101-43100) to the Street Improvements Fund (650) to defray the deficit cash balance for the 2012 improvements.

APPROVED THIS 14<sup>th</sup> DAY OF JANUARY, 2013

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Michael D. Buchite, Mayor

ATTEST:

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Jo Everson, Clerk-Treasurer