

**TAYLORS FALLS CITY COUNCIL MEETING
COUNCIL CHAMBERS
MONDAY, MARCH 10, 2014 – 6:30 P.M.**

MINUTES

The Agenda for this Meeting was posted Wednesday, March 5, 2014 at City Hall, the Post Office and on the City's Web Site. Copies were e-mailed to residents requesting such, and the Press was notified.

The Taylors Falls City Council began its regular meeting on Monday, March 10, 2014 in closed session at 6:30 p.m. in the Council Chambers at City Hall, 637 First Street, Taylors Falls, Minnesota.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

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

ROLL CALL

MEMBERS PRESENT: Mike Buchite, Ross Rivard (arrived at 6:34), John Tangen, Larry Julik-Heine, Mary Jo Murphy

MEMBERS ABSENT: None

OTHERS PRESENT: Jo Everson, Clerk-Treasurer

ANNOUNCEMENT

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

MOTION BY JULIK-HEINE/MURPHY TO ENTER INTO CLOSED SESSION. AYES: ALL. MOTION CARRIED UNANIMOUSLY. The Council entered closed session at 6:31 p.m.

RETURN TO OPEN MEETING

The Mayor declared that the Council ended its closed meeting at 6:46 p.m.

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

PERSONS PRESENT AT RETURN TO OPEN MEETING

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

MEMBERS ABSENT: None

OTHERS PRESENT: Jo Everson, Clerk-Treasurer

SUMMARY OF CLOSED MEETING

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

OPEN MEETING CALL TO ORDER

The Taylors Falls City Council continued their regular meeting on Monday, March 10, 2014 at 6:47 p.m. in the Council Chambers at City Hall, 637 First Street, Taylors Falls, Minnesota.

ROLL CALL

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

MEMBERS ABSENT: None

OTHERS PRESENT: Jo Everson, Clerk-Treasurer, Julie Hildebrand, Anne Carne, and Paul Ringnell from the Chisago County Press.

ADOPTION OF AGENDA

MOTION BY JULIK-HEINE/MURPHY TO APPROVE THE AGENDA, AS PRESENTED, FOR THE MARCH 10, 2014 TAYLORS FALLS CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

ADOPTION OF CONSENT AGENDA

MOTION BY TANGEN/MURPHY TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: MINUTES OF CITY COUNCIL MEETINGS HELD ON FEBRUARY 10 AND FEBRUARY 26, 2014; STAFF REPORTS; COMMISSION/BOARD OR COMMITTEE MINUTES/ REPORTS; CONSIDER APPROVING EXCLUDED BINGO FOR LIONS CLUB EASTER BINGO ON FRIDAY, APRIL 11, 2014; CONSIDER AUTHORIZING PAYMENT OF CERTAIN INVOICES; CONSIDER CONSENT FOR FD FIREFIGHTER TRAINING; CONSIDER 2014-2015 SOLID WASTE LICENSES; APPROVAL OF CLAIMS & PAYROLL; AND CORRESPONDENCE. MOTION CARRIED UNANIMOUSLY.

PUBLIC FORUM

None.

STAFF REPORTS & REQUESTS

ADMINISTRATIVE DEPARTMENT

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MARCH 2014 FINANCIAL REPORTS PRESENTED BY CLERK-TREASURER JO EVERSON.

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

CHISAGO COUNTY SHERIFF'S DEPARTMENT

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

PUBLIC WORKS DEPARTMENT

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

CITY ATTORNEY

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MARCH 2014 BILLING STATEMENTS FROM THE CITY ATTORNEY'S OFFICE OF KELLY AND LEMMONS, P.A.

COMMISSION, BOARD OR COMMITTEE MINUTES/REPORTS

PLANNING COMMISSION

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS PLANNING COMMISSION MEETING HELD ON FEBRUARY 3, 2014.

ECONOMIC DEVELOPMENT COMMISSION

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS ECONOMIC DEVELOPMENT COMMISSION MEETINGS HELD ON NOVEMBER 19, 2013, AND JANUARY 21, 2014.

UNFINISHED BUSINESS

REVIEW RESULTS OF SURVEY TO ALLOW CHICKENS IN RESIDENTIAL AREAS

At the last meeting, the Council authorized City Staff to compose and mail a survey to residents to gather opinions whether chickens should be allowed in the City on lots less than ten acres. City Ordinance currently reads:

345.04 Farm Animals. *Farm animals shall only be kept on a residential lot of at least ten (10) acres in size provided that no animal shelter shall be within three hundred (300) feet of an adjoining piece of property. An exception shall be made to this subsection for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.*

Of the 375 postcards sent 175 were returned or 46.6%. The results were:

- ◆ No – 75 or 42.8%
- ◆ Don't Care – 18 or 10%
- ◆ In Favor – 36 or 20.5%
- ◆ In Favor with Conditions – 45 or 25.7%.

Mayor Buchite thanked Mrs. Sandell's 3rd Graders who also participated in the survey, and shared a few comments that were enjoyed by the Council and those attending the meeting. The survey indicated that a majority of those who responded were agreeable amending the ordinance to allow chickens, but with certain conditions. The Council agreed that the City should move forward with the ordinance amendment, and suggested that Staff research ordinances from other cities and draft one specific to Taylors Falls. The Mayor recommended Council Member John Tangen as the liaison to assist in this endeavor.

To aid in the drafting of the ordinance, the Mayor requested comments from the Council to identify what the conditions should be. They are summarized as follows:

- ◆ no roosters
- ◆ no free range chickens
- ◆ a limit of six chickens
- ◆ annual inspections by a qualified person, the cost of which should be paid by the chicken owner, and submitted to the City as a requirement of the annual permit (U of M Extension Program was suggested as a possible contact)
- ◆ setbacks should be established, to be confirmed by the Zoning Administrator
- ◆ not allowed in the commercial district
- ◆ no commercial sales
- ◆ must identify how to dispose a deceased bird
- ◆ sizes should be established for coop and runway
- ◆ chickens allowed on properties less than two acres only by the signed approval of all adjoining property owners
- ◆ properties over two acres written approval not necessary if there is 200' or more from property lines
- ◆ cannot sell eggs to the public, to do so would be classified as home occupation
- ◆ recommend (not require) owners to participate in some type of chicken owner's training program
- ◆ City should provide a list of potential inspectors and educational opportunities
- ◆ the appearance of the coop should be established

City Clerk Jo Everson reported that the City of Eagan has a very comprehensive handout that could be used as a model for Taylors Falls. She suggested other conditions that were used in their document:

- ◆ minimum size for the coop on a per chicken basis
- ◆ exterior finish materials
- ◆ requiring chicken run and size thereof
- ◆ fencing

- ◆ location of a chicken coop or run not to be located within 25' of any inhabitable building
- ◆ no slaughtering of chicken on premises

MOTION BY MURPHY/JULIK-HEINE TO TABLE COUNCIL ACTION UNTIL THE APRIL 14, 2014 COUNCIL MEETING ON ANY ORDINANCE AMENDMENT TO PERMIT CHICKENS IN RESIDENTIAL AREAS ON PROPERTY LESS THAN TEN ACRES IN SIZE. MOTION CARRIED UNANIMOUSLY.

RECONSIDER AUTHORIZATION FOR HPC TO PURSUE AN MN LEGACY GRANT

On October 10, 2013 the Historic Preservation Commission was authorized to submit a Minnesota Legacy Grant to update the National Registry of Angel Hill. Having further discussion with members of an HPC grant sub-committee it was decided to take more time to define/refine the project and seek advice from consultants.

In mid-January Michelle and Eva Terrell, from the Two Pines Resource Group, met with the HPC Chair Julie Hildebrand and Adam Berklund, Coordinator-Zoning Administrator to review what information the City currently has and what information the City needs in order to submit a successful grant application. This Group provides cultural resources management services to public and private sector clients throughout the Upper Midwest, and one of their specialties is writing National Designations for Historic Properties as well as submitting Legacy Grants for these designations. If the Grant is awarded to the City, the project would require a bidding process, and the Group would submit their proposal just as other qualified companies will do. However, these dates have yet to be determined.

The Grant does not require a financial match but in-kind matches are encouraged. The City's match will come in the form of volunteer time, GIS mapping, as well as previously documented information from local designations. Applications are due April 11, 2014. It was recommended that the final draft be reviewed by Mayor Buchite and Clerk Everson prior to submission.

MOTION BY RIVARD/JULIK-HEINE TO AUTHORIZE THE SUBMISSION OF THE HISTORICAL AND CULTURAL HERITAGE GRANT REQUEST FROM THE MINNESOTA HISTORICAL SOCIETY IN THE AMOUNT OF \$10,000 TO UPDATE THE NATIONAL REGISTRY OF ANGEL HILL IN TAYLORS FALLS.

IT WAS FURTHER MOVED TO AUTHORIZE COORDINATOR-ZONING ADMINISTRATOR ADAM BERKLUND TO EDIT SAID APPLICATION PRIOR TO SUBMITTING THE FINAL DRAFT, CONDITIONAL UPON FINAL REVIEW/APPROVAL BY MAYOR MIKE BUCHITE AND CLERK JO EVERSON.

MOTION CARRIED UNANIMOUSLY.

RECONSIDER AUTHORIZATION FOR EDC TO ORDER SURVEY OF RIVER/LINDEN STREET

In October of 2013 the Council awarded a bid of \$3,000 to Polk County Land Surveying (PCLS) for a survey of River and Linden Streets to define the right-of-way and determine limitations as to where the proposed Phase II of the River Walk Trail could be located. Unfortunately, the City was notified in December that PCLS could not fulfill their bid. Coordinator-Zoning Administrator Adam Berklund recommended that the only option available would be to solicit bids for a second time. Nine companies were contacted and four submitted bids.

MOTION BY MURPHY/JULIK-HEINE TO AWARD THE BID OF \$3,200 TO APA CONSULTING ENGINEERS & SURVEYORS FROM CAMBRIDGE, MN, TO PROVIDE A SURVEY OF THE PROPOSED PHASE II OF THE RIVERWALK TRAIL, SPECIFICALLY THE RIGHT-OF-WAY ALONG RIVER STREET NORTH TO LINDEN STREET. THE SURVEY IS TO BE PAID FROM THE RIVERWALK FUND (345) AND COUNCIL CONTINGENCY BUDGET ACCOUNT (101-41110-490). MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

CONSIDER PRESENTATION OF 2013 FINANCIAL AUDIT

Brad Falteseck, Certified Public Accountant from the firm Abdo Eick & Meyers, LLP, presented the

City's 2013 financial audit. The City's cash and investment balances in the General Fund increased to a total fund balance of \$304,389, which is 48.8% of the 2013 budgeted disbursements. The operations and cash positions for the City's Enterprise Funds (the Sewer, Water, and Storm Sewer) were favorable and the water fund was recovering well after costs of the Well #4 construction.

Faltese reported that the overall audit process went well, with two reportable conditions, similar to past years and similar to most cities the size of Taylors Falls: *Limited Segregation of Duties*; and *Preparation of Financial Statements*.

MOTION BY JULIK-HEINE/RIVARD TO ACCEPT THE TAYLORS FALLS 2013 FINANCIAL AUDIT AS PRESENTED BY BRAD FALTESEK FROM ABDO, EICK & MEYERS, LLP. MOTION CARRIED UNANIMOUSLY.

CONSIDER APPROVING EXCLUDED BINGO FOR TF LIONS CLUB

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE APPLICATION FOR THE TAYLORS FALLS LIONS CLUB TO HOST EXCLUDED BINGO AT THE TAYLORS FALLS MEMORIAL COMMUNITY CENTER ON FRIDAY, APRIL 11, 2014 FOR THE LIONS CLUB ANNUAL EASTER BINGO.

CONSIDER AUTHORIZING PAYMENT OF CERTAIN INVOICES

THE CITY COUNCIL AUTHORIZED BY CONSENT AGENDA THE PAYMENT OF \$1,565.63 TO INDUSTRIAL SAFETY, INC., FOR SCBA TESTING, TO BE PAID FROM THE FIRE DEPARTMENT MAINTENANCE AND REPAIRS BUDGET ACCOUNT (42260-404).

THE CITY COUNCIL AUTHORIZED BY CONSENT AGENDA THE PAYMENT OF \$2,051.04 TO BOYER TRUCKS, FOR REPAIRS TO THE L8500 PLOW TRUCK, TO BE PAID FROM THE PUBLIC WORKS DEPARTMENT MAINTENANCE AND REPAIRS BUDGET ACCOUNT (43100-404).

CONSIDER CONSENT FOR FIRE DEPARTMENT FIREFIGHTER TRAINING

THE CITY COUNCIL APPROVED BY CONSENT AGENDA, THE ATTENDANCE OF THE TAYLORS FALLS FIREFIGHTER WHO ATTENDED THE FIREFIGHTER SCHOOL 2014 CONFERENCE IN NORTH MANKATO ON MARCH 1ST AND 2ND AT A TOTAL COST OF \$236.67, TO BE PAID FROM THE FIRE DEPARTMENT TRAINING EXPENSE BUDGET (42260-208).

CONSIDER 2014 - 2015 SOLID WASTE PERMITS

Solid Waste Permits are renewed each year before their March 31st expiration date.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE 2014 - 2015 TAYLORS FALLS SOLID WASTE PERMITS FOR THE FOLLOWING COMPANIES:

- CHISAGO LAKES SANITATION – CHISAGO CITY, MN
- CROIX VALLEY PICK-UP – CHISAGO CITY, MN
- SRC (DBA: TOWN & COUNTRY DISPOSAL) – WYOMING, MN
- WASTE MANAGEMENT OF NORTHERN WISCONSIN – SOMERSET, WI
- SHAFER ROLLOFF- NORTH BRANCH, MN
- SHAMROCK DISPOSAL – BLAINE, MN

APPROVAL OF CLAIMS & PAYROLL

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT OF CHECK NUMBERS 25664 – 25714 TOTTALLING \$41,352.09 IN EXPENDITURES, AND CHECK NUMBERS 6458 – 6466 TOTTALLING \$11,810.11 FOR FEBRUARY PAYROLL.

LIAISON OR COUNCIL MEMBER REPORTS

Larry Julik-Heine reported that it is all quiet on the PRC front. The Public Works guys have been busy keeping the streets cleaned this winter. Julik-Heine also brought to the Council's attention that the Chisago Soil and Water Conservation District has about \$11,000 of Clean Water Fund grant

money that they would like to spend on two more gully restoration projects in Taylors Falls. He will bring more information to the Council once they have met and walked the proposed affected areas.

John Tangen reported that the HPC will have a half-hour orientation for the new members before the meeting is officially called to order later this week.

Ross Rivard reported that Planning Commission would be conducting a Public Hearing on April 3, 2014 to hear public comments regarding the proposed seventeen Zoning Ordinance text amendments.

Mary Murphy reported that the EDC is currently reviewing their Commission duties that were initially written thirteen years ago. Once completed they will submit it to the Council for its final review. Murphy also reported that she had recently met with the Fire Department Officers. She will meet with Shafer Township this week to review the proposed contract language, which will in turn be presented to the Township's Annual Meeting for approval next week.

CORRESPONDENCE

THE CITY COUNCIL ACKNOWLEDGED BY CONSENT AGENDA THE FOLLOWING CORRESPONDENCE PROVIDED IN THE MARCH 10, 2014 CITY COUNCIL MEETING PACKET:

1. INFORMATION REGARDING POTENTIALLY MORE GULLY PROJECTS
2. THANK YOU FROM INITIATIVE FOUNDATION FOR THE CONTRIBUTION
3. STAFF CORRESPONDENCE & EMAIL'S

ADJOURNMENT

MOTION BY MURPHY/JULIK-HEINE TO ADJOURN THE MEETING OF THE TAYLORS FALLS CITY COUNCIL HELD THIS OCTOBER 14, 2013. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 7:53 p.m.

Michael D. Buchite, Mayor

Jo Everson, Clerk-Treasurer

APPROVED: APRIL 14, 2014