

**TAYLORS FALLS CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
MONDAY, AUGUST 13, 2018 – 6:30 P.M.**

**MINUTES**

The Agenda for this Meeting was posted Wednesday, August 1, 2018 at City Hall, the Post Office and on the City's Web Site. Copies were e-mailed to residents requesting such, and the Press was notified.

**CALL TO ORDER**

The Meeting was called to order at 7:00 p.m. by Mayor Mike Buchite.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

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

MEMBERS ABSENT: Larry Julik-Heine

OTHERS PRESENT: Adam Berklund – Coordinator/Zoning Administrator, Craig Olson – TF Fire Chief, Denise Martin – Chisago County Press, Sandra Berg, Lynn Longnecker, Amanda Oman.

**ADOPTION OF AGENDA**

MOTION BY MURPHY/RIVARD TO APPROVE THE AGENDA AS AMENDED ADDING #12 CONSIDER RESOLUTION 18-08-01 APPOINTING ELECTION JUDGES TO CONSENT AGENDA, FOR THE AUGUST 13, 2018 TAYLORS FALLS CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

**ADOPTION OF CONSENT AGENDA**

MOTION BY RIVARD/TANGEN TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: STAFF REPORTS; COMMISSION/BOARD OR COMMITTEE MINUTES/REPORTS; CONSIDER HPC SCHOLARSHIP FOR ANNUAL PRESERVATION CONFERENCE; CONSIDER HPC MEMBER RESIGNATION AND NEW MEMBER; CONSIDER DONATION TO LIGHTING FESTIVAL; CONSIDER BINGO APPLICATION FOR ST. JOSEPH'S CATHOLIC CHURCH; CONSIDER RESOLUTION 18-08-01 APPOINTING ELECTION JUDGES; CONSIDER APPROVAL OF CLAIMS & PAYROLL; AND CORRESPONDENCE. MOTION CARRIED UNANIMOUSLY.

**APPOINT SECRETARY**

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

**ANNOUNCEMENT**

The Mayor stated the Council would enter closed session for the purpose of an annual performance evaluation of Public Works Superintendent Mike Kriz.

MOTION BY TANGEN/RIVARD TO ENTER INTO CLOSED SESSION. AYES: ALL. MOTION CARRIED UNANIMOUSLY. The Council entered closed session at 6:33 p.m.

**RETURN TO OPEN MEETING**

The Mayor declared that the Council ended its closed meeting at 6:45 p.m.

MOTION BY MURPHY/TANGEN TO RETURN TO OPEN SESSION. AYES: ALL. MOTION CARRIED UNANIMOUSLY.

**PERSONS PRESENT AT RETURN OF OPEN MEETING**

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

MEMBERS ABSENT: Larry Julik-Heine

OTHERS PRESENT: Mike Kriz – Public Works Superintendent, Adam Berklund – Coordinator/Zoning Administrator

**SUMMARY OF CLOSED MEETING**

The Mayor declared the Council evaluated the job performance evaluation of Public Works Superintendent Mike Kriz 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, August 13, 2018 at 6:45 p.m. in the Council Chambers at City Hall, 637 First Street, Taylors Falls, Minnesota.

**APPROVAL OF MINUTES OF PREVIOUS CITY COUNCIL MEETING MINUTES**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS CITY COUNCIL MEETINGS HELD ON JULY 9, 2018.

**PUBLIC FORUM**

NONE

**STAFF REQUESTS**

NONE

**COMMISSION, BOARD OR COMMITTEE MINUTES/REPORTS**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE MEETING MINUTES OF THE TAYLORS FALLS ECONOMIC DEVELOPMENT COMMISSION ON WEDNESDAY JANUARY 3, 2018.

**UNFINISHED BUSINESS**

NONE

**NEW BUSINESS**

**CONSIDER FIRE DEPARTMENT PURCHASE**

Council Member Murphy reported that Fire Chief Craig Olson submitted a request for 17 sets of turnout gear (jacket, pants and boots), also included in this request was for 23 Hi Vis safety jackets. The total for this request is \$39,603.08.

Available funds:

|                                  |                    |
|----------------------------------|--------------------|
| <u>Total Cost:</u>               | <u>\$39,603.08</u> |
| Fire Equipment Fund:             | \$34,908.28        |
| New Equipment/Turnout Gear Fund: | \$ 5,644.49        |
| Total:                           | \$40,552.77        |

It was discussed that the City pitch in \$5,000 from the General Fund (Cash Reserves) so as not to deplete the entire balance of the Fire Equipment Fund (run money). So the proposal consists of the following:

|                                  |   |
|----------------------------------|---|
| <u>Total Cost:</u>               | <u>\$39,603.08</u>                        |
| Fire Equipment Fund:             | \$28,958.59 (leaves \$5,949.69 remaining) |
| New Equipment/Turnout Gear Fund: | \$ 5,644.49                               |
| General Cash Reserves:           | \$ 5,000.00                               |
| <b>Total:</b>                    | <b>\$39,603.08</b>                        |

Council was in agreement that since we have been denied several grants requesting money for this and that the Fire Department requested using “mostly” their own fire run money that this was a good idea to proceed.

**MOTION BY MURPY/TANGEN TO APPROVE PROPOSAL FROM PRO IMAGE PARTNERS AND EMERGENCY RESPONSE SOLUTIONS FOR TURNOUT GEAR AT A TOTAL COST OF \$39,603.08 TO BE PAID WITH \$28,958.59 FROM THE FIRE EQUIPMENT FUND (G407-10100), \$5,644.49 FROM THE NEW EQUIPMENT FUND (E101-42260-580) AND \$5,000 FROM THE GENERAL FUND CASH RESERVES (G101-10100).**

**MOTION CARRIED UNANIMOUSLY.**

### **CONSIDER FIRE DEPARTMENT GRANT**

Coordinator-Zoning Administrator Adam Berklund reported that City Engineer Jake Guzik from Bolton & Menk brought to our attention a grant opportunity for emergency response equipment for volunteer fire, rescue or ambulance departments. The funding available is for up to \$3,000 with no match indicated in the program. We just received it on Monday August 6, so the Fire Department has not had a chance to decide what to purchase, but with no match required anything will help.

Council Member Murphy discussed submitting one on behalf of CERT which would allow them to purchase an emergency generator for their trailer.

**MOTION BY MURPHY/RIVARD TO AUTHORIZE FIRE CHIEF CRAIG OLSON TO SUBMIT AN EMERGENCY RESPONSE EQUIPMENT GRANT NOT TO EXCEED THE \$3,000 MAXIMUM AWARD;**

**FURTHER MOVED TO AUTHORIZE CERT TEAM LEADER GENE ANDERSEN TO SUBMIT AN EMERGENCY RESPONSE EQUIPMENT GRANT NOT TO EXCEED THE \$3,000 MAXIMUM AWARD.**

**MOTION CARRIED UNANIMOUSLY.**

### **CONSIDER CLEANUP DAY**

Public Works Superintendent Mike Kriz reported that he had researched companies for a fall clean-up day. Evergreen Recycling came in with the best rates and their only time available was September 15. Evergreen recommends two dumpsters at \$250 each, one for metal and one for garbage. Also required would be to have two of their workers on hand at \$25 per hour. He reported that there may be an additional charge for garbage, but there also may be a credit for any metal dropped off. Tires, mattresses, appliances and electronics will be charged to the residents at a set rate and that money will go directly to Evergreen. The minimum cost to the City would be at least \$650.

Council was in agreement that this is a great service to our residents as there have been many complaints about “junk” in people’s yards this summer. They were also in agreement that having it in the fall is a good idea as it allows people to gather what they need to get rid of after looking at it all summer.

**MOTION BY RIVARD/MURPHY TO APPROVE REQUEST FROM PUBLIC WORK SUPERINTENDENT MIKE KRIZ TO HIRE EVERGREEN RECYCLING AT A COST NOT TO EXCEED \$650 TO BE PAID FROM THE CONTINGENCY FUND (101-41110-900)**

**MOTION CARRIED UNANIMOUSLY.**

### **CONSIDER WATER MAIN REPAIR**

Public Works Superintendent Mike Kriz also reported that a while back there was a “spaghetti” water line discovered that had begun to leak. This was a very old galvanized line that weaved through the woods that feeds a house at the corner of Chestnut and First Street. At the time it was frozen up and a temporary fix was installed.

Now that the weather is better it would be a good time to address the problem and fix it correctly. To do this the old line would need to be abandoned and connect properly at the main on Chestnut Street. Costs to abandon the

old line would be \$2,557.50, to connect new line \$10,501.93, inside plumbing \$300.00, asphalt repair \$3,500, and miscellaneous concrete repair of \$500. Total estimated costs for the project would be \$17,358.50.

Council Member Rivard reported that sometimes these fixes come up without knowing. Saying that back when this line was put in there was more than likely no main on Chestnut Street, but it failed and must be taken care of, because there is no way to know how much water was lost since it was found.

Council was in agreement that, yet unfortunate, but something that needed to be completed.

**MOTION BY RIVARD/TANGEN TO APPROVE REQUEST FROM PUBLIC WORKS SUPERINTENDENT MIKE KRIZ TO AUTHORIZE THE FIX OF THE WATER LINE AT A COST NOT TO EXCEED \$17,358.50 TO BE PAID FROM THE WATER FUND (601-49400-404).  
MOTION CARRIED UNANIMOUSLY.**

### **CONSIDER MANHOLE REPAIRS**

Public Works Superintendent Mike Kriz reported that he had surveyed the city for annual manhole repairs. This year there are seven that need to be reconstructed with the majority of them on West Street. He contacted Thul Construction and Visu-Sewer with only Visu-Sewer submitting a bid at \$11,025. Mike has worked with Visu-Sewer in the past and reported that they always do a very good job.

Council Member Rivard agreed with the repairs for the year and Council was in agreement that these are budgeted expenditures that are regular maintenance.

**MOTION BY MURPHY/RIVARD TO APPROVE REQUEST FROM PUBLIC WORKS SUPERINTENDENT MIKE KRIZ TO AUTHORIZE VISU-SEWER TO PERFORM WORK TO REPAIR SEVEN MANHOLES AT A COST NOT TO EXCEED \$11,025.00 TO BE PAID FROM THE SEWER FUND (602-49450-404).  
MOTION CARRIED UNANIMOUSLY.**

### **CONSIDER RETIREMENT OF PUBLIC WORKS MAINTENANCE WORKER BILL NESKA**

Public Works Maintenance Worker Bill Neska submitted his letter of intent to retire, his last day being October 26, 2018. Bill has been with the City since July of 1999.

All Council Members thanked Bill for all the years he has worked for the City and wished him well in the future.

**MOTION BY TANGEN/RIVARD TO ACCEPT THE RESIGNATION OF PUBLIC WORKS MAINTENANCE WORKER BILL NESKA, EFFECTIVE AT THE END OF THE DAY ON FRIDAY OCTOBER 26, 2018.  
MOTION CARRIED UNIMOUSLY.**

### **CONSIDER TREE TRIMMING PROPOSAL**

Mayor Buchite stated that if you take a drive on West Street from First to the Elementary School you will notice that the tree canopy is very overgrown. This is also the case in several locations on the Rolling Ridge loop (Briar and Locust). If fire trucks were needed in this area there is a good chance they wouldn't be able to get through, or cause damage to the trucks.

Two bids were submitted for the project:

|                         |          |
|-------------------------|----------|
| Arbor Tree Service      | \$5,400  |
| Wild River Tree Service | \$2,750* |

Mayor Buchite also explained that insurance certificates were submitted with the bids and that Wild River Tree Service did not have a worker's compensation policy in the plan. He discussed this with City Attorney Patrick Kelly and was advised that we must reject the bid from Wild River.

Council was in agreement with the rejection, as we always fall back on the counsel from our attorneys and should accept the higher bid from Arbor Tree Service.

MOTION BY RIVARD/MURPHY TO APPROVE THE PROPOSAL FROM ARBOR TREE SERVICE FOR RIGHT-OF-WAY CLEARANCE ON WEST STREET AND THE LOOP OF BRIAR AND LOCUST AT A COST OF \$5,400 TO BE PAID FROM THE TREE REMOVAL FUND (101-43100-545).  
MOTION CARRIED UNANIMOUSLY.

### **CONSENT AGENDA**

#### **CONSIDER HPC SCHOLARSHIP FOR ANNUAL PRESERVATION CONFERENCE**

Minnesota Historical Society's annual Preservation Conference will be held in Albert Lea this year on September 13 – 14. Taylors Falls is recommending to Council that JoAnn Kuntemeier attend this year.

Furthermore, the Minnesota Historical Society annually offers scholarships to reimburse these expenses. The Taylors Falls HPC is requesting authorization to apply for said scholarship/"grant". Travel time and attendance will cover the match that is required.

THE CITY COUNCIL APPROVED BY CONSENT AGENDATO AUTHORIZE JOANN KUNTEMEIER OF THE TF HPC TO ATTEND THE MINNESOTA HISTORICAL SOCIETY'S ANNUAL PRESERVATION CONFERENCE IN ALBERT LEA MINNESOTA ON SEPTEMBER 13 & 14, AT A COST OF \$100.00 PER REGISTRATION ALSO TO INCLUDE STANDARD REIMBURSEMENT FOR MILEAGE, LODGING, AND MEALS.

FURTHER TO AUTHORIZE THE TF HPC TO APPLY FOR MINNESOTA HISTORICAL SOCIETY'S SCHOLARSHIP REIMBURSEMENT FOR ATTENDING THE ANNUAL HISTORIC PRESERVATION CONFERENCE.

#### **CONSIDER HPC MEMBER RESIGNATION AND NEW MEMBER APPOINTING**

Troy Aanonsen, member and chair of the HPC, submitted a letter of resignation from the HPC. He has become too busy and does not have time to fully contribute time. The TF HPC received the letter and at their August meeting made a recommendation that City Council accepts this resignation. At the same meeting they reviewed and recommended to appoint GERALYN AANONSEN to finish vacated term.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO ACCEPT THE RECOMMENDATION FROM THE HPC TO ACCEPT THE RESIGNATION OF TROY AANONSEN FROM THE HPC AND TO APPOINT GERALYN AANONSEN TO THE VACATED POSITION.

#### **CONSIDER DONATION TO LIGHTING FESTIVAL**

Each year the Lighting Festival Committee requests a nominal contribution from the City, which the Council includes in its annual budget. The committee is again requesting \$1,000 for the 33<sup>rd</sup> annual event being held November 22-24. They would also like to request the City to rent the port-a-johns as has been done in the past.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO APPROVE A CONTRIBUTION OF \$1,000.00 TO THE LIGHTING FESTIVAL AND THE RENTAL OF TWO PORT-A-JOHN TO BE PAID FROM THE DONATIONS TO COMMUNITY EVENTS FUND (101-41110490).

#### **CONSIDER BINGO APPLICATION FOR ST. JOSEPH'S CATHOLIC CHURCH**

City Staff received a request from The Church of St. Joseph of Taylors Falls for excluded on October 6, 2018.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO APPROVE THE REQUEST FROM THE CHURCH OF ST. JOSEPH TO CONDUCT EXCLUDED BINGO AT 490 BENCH STREET ON OCTOBER 6, 2018.

**CONSIDER RESOLUTION 18-08-01 APPOINTING ELECTION JUDGES**

Council must appoint election judges by resolution. In 2016/2017 (2017 special election) workers were paid \$9.50 per hour. Council budgeted the same for 2018, so it makes sense to keep the pay at \$9.50. See attached resolution.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO APPROVE TO ADOPT RESOLUTION 18-08-01 APPOINTING ELECTION JUDGES FOR THE 2018 ELECTIONS.

**APPROVAL OF CLAIMS & PAYROLL**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT OF CHECK NUMBERS 30291 – 30333 AND CHECK NUMBERS 630223 - 630227 TOTALING \$116,745.12 FOR JULY EXPENDITURES.

**LIAISON OR COUNCIL MEMBER REPORTS**

**John Tangen** – reported the HPC lost two members, but gained one new and they were actively looking for another.

**Ross Rivard** – reported that the maintenance department is doing good to make the City look nice.

**Mary Murphy** – reported nothing new.

**Mayor Buchite** – reported that he had nothing new to report.

**ADJOURNMENT**

MOTION BY MURPHY/TANGEN TO ADJOURN THE MEETING OF THE TAYLORS FALLS CITY COUNCIL HELD THIS AUGUST 13, 2018. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 7:54 p.m.

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Michael D. Buchite, Mayor

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Adam Berklund, Coordinator-Zoning Administrator

**APPROVED: MARCH 11, 2019**