

**TAYLORS FALLS CITY COUNCIL MEETING
COUNCIL CHAMBERS
MONDAY, SEPTEMBER 11, 2017 – 6:30 P.M.**

MINUTES

The Agenda for this Meeting was posted Wednesday, September 6, 2017 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 Monday, September 11, 2017 in closed session at 6:30 pm in 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, John Tangen, Larry Julik-Heine, Mary Jo Murphy

MEMBERS ABSENT: None

OTHERS PRESENT: Mary Tomnitz – Clerk-Treasurer, Adam Berklund – Coordinator-Zoning Administrator

APPOINT SECRETARY

MOTION BY JULIK-HEINE/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 Clerk-Treasurer Mary Tomnitz.

MOTION BY MURPHY/JULIK-HEINE TO ENTER INTO CLOSED SESSION. AYES: ALL. MOTION CARRIED UNANIMOUSLY. The Council entered closed session at 6:32 p.m.

RETURN TO OPEN MEETING

The Mayor declared that the Council ended its closed meeting at 6:47 p.m.

MOTION BY JULIK-HEINE/MURPHY 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, Larry Julik-Heine, Mary Jo Murphy

MEMBERS ABSENT: None

OTHERS PRESENT: Mary Tomnitz – Clerk Treasurer

SUMMARY OF CLOSED MEETING

The Mayor declared the Council evaluated the job performance of Mary Tomnitz, Clerk-Treasurer 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, September 11, 2017 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, Mary Jo Murphy, John Tangen, Larry Julik-Heine
MEMBERS ABSENT: None

OTHERS PRESENT: Mary Tomnitz – Clerk-Treasurer, Adam Berklund – Coordinator-Zoning Administrator, Denise Martin – Chisago County Press, Paul Rignell – Ledger Press, Troy Aanonsen – HPC Chair/347 West Government.

ADOPTION OF AGENDA

The agenda was amended to add #11 Consider Payment of Minnesota Pipe Invoice and #12 Consider Lighting Festival Donation as Consent Agenda items.

MOTION BY JULIK-HEINE/RIVARD TO APPROVE THE AGENDA, AS AMENDED, FOR THE SEPTEMBER 11, 2017 TAYLORS FALLS CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

ADOPTION OF CONSENT AGENDA

MOTION BY MURPHY/TANGEN TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: STAFF REPORTS; COMMISSION/BOARD OR COMMITTEE MINUTES/REPORTS; CONSIDER SETTING DATE FOR TRUTH IN TAXATION PUBLIC HEARING; CONSIDER EDC MEMBER APPOINTMENTS; CONSIDER RESOLUTION 17-09-02 FIRE-RUN MONEY FUND; CONSIDER REQUEST TO ATTEND 2017 MINNESOTA FALL MAINTENANCE EXPO; CONSIDER VACATION REQUEST FROM COORDINATOR-ZONING ADMINISTRATOR; CONSIDER PAYMENT OF MINNESOTA PIPE INVOICE; CONSIDER LIGHTING FESTIVAL DONATION; APPROVAL OF CLAIMS & PAYROLL; AND CORRESPONDENCE. MOTION CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES OF PREVIOUS CITY COUNCIL MEETING MINUTES

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS CITY COUNCIL MEETING HELD AUGUST 14, 2017, AND BUDGET WORKSHOPS HELD AUGUST 2, 9, 16, 23, 30 AND SEPTEMBER 6, 2017.

PUBLIC FORUM

NONE

COMMISSION, BOARD OR COMMITTEE MINUTES/REPORTS

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE MINUTES OF THE TAYLORS FALLS LIBRARY BOARD HELD AUGUST 30, 2017.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

CONSIDER RESOLUTION 17-09-01 APPROVAL OF PROPOSED 2018 BUDGET AND 2017 PROPOSED LEVY PAYABLE IN 2018

The Taylors Falls City Council met on six occasions in August and September to discuss the 2018 budget. They were able to increase in areas such as Street Improvements, Fire Department, Contracted Policing Services, yet lowered in areas such as Valley View Trail, Heritage Park Improvements and Special Projects funds. Mayor Buchite explained that the City Tax Rate was lowered by 1.19%. The total Levy for the 2018 budget will be \$644,341.25 and is broken down as follows:

General Fund	\$340,041.25
Library	12,300.00
Economic Development	1,800.00
Community Center	8,000.00
Fire Pension	5,000.00

Park Improvements	12,200.00
Heritage Park Improvements	10,000.00
Special Projects	10,000.00
Capital Improvements	45,000.00
City Building Debt Service	55,000.00
Public Works Bldg Debt Service	5,000.00
New Well Debt Service	15,000.00
Street Improvements	65,000.00
Property Tax Abatement	60,000.00
Total Levy	\$644,341.25

MOTION BY MURPHY/RIVARD TO APPROVE RESOLUTION 17-09-01 APPROVING THE PROPOSED 2018 BUDGET AND 2017 PROPOSED LEVY PAYABLE IN 2018. MOTION CARRIED UNANIMOUSLY

CONSIDER BORDER CITIES DEVELOPMENT ZONE APPLICATIONS

Coordinator Berklund reported that since the application period opened the City had received 11 applications. Of the 11 applicants, 10 were qualified to receive the credits. There were three new businesses, six expansions, and one business retention. Total allocation for the credits is \$49,500 that will create 18.6 jobs. The reason there is still a \$500 balance is due to one of the new business' who rent and only created one job, state only allows a maximum income tax credit of \$4,500 per employee. Businesses (in the order they were received), type, amount of credits is as follows:

1. Juneberry Café LLC	New	\$5,000
2. The Goat Saloon	New	\$5,000
3. Roger's Old Fashioned Barbers	New	\$4,500
4. The Bitworks Inc.	Expansion	\$5,000
5. The Drive-In Restaurant	Expansion	\$5,000
6. Adventures Mini Golf	Expansion	\$5,000
7. Coffee Talk	Expansion	\$5,000
8. Tangled Up In Blue	Expansion	\$5,000
9. Schoony's Malt Shop & Pizzeria	Expansion	\$5,000
10. Newberry House	Retention	\$5,000

MOTION BY JULIK-HEINE/RIVARD TO APPROVE THE APPLICATIONS RECEIVED FOR THE TEN BUSINESSES LISTED, TOTALING \$49,500 FOR THE BORDER CITIES DEVELOPMENT PROGRAM TAX CREDITS. MOTION CARRIED UNANIMOUSLY

CONSIDER WANNIGAN DAYS PROPOSAL

Mayor Buchite explained that he and Council Member Murphy met with a few residents about the idea of Trademarking Wannigan Days. After researching the topic, the City Attorney felt it would be in the best interest of the City and highly recommended Martha Engel from Winthrop & Weinstein, P.A. Buchite explained that their recommendation, in order to protect the "Wannigan Days" mark, was to file a federal trademark application. This would provide nationwide protection for the use. Assuming the Trademark Office finds no issues with the application, they expect the process to not exceed \$1,200. The application process takes about nine months to a year from filing to receive the registration certificate.

Council Member Murphy felt strongly in favor of the proposal as the City is very proud of our heritage.

MOTION BY MURPHY/RIVARD TO APPROVE PROPOSAL FROM WINTHROP & WEINSTINE TO PROVIDE LEGAL SERVICES TO TRADEMARK THE WANNIGAN DAYS NAME AT A COST NOT TO

EXCEED \$1,200 TO BE PAID FROM THE CONTINGENCY FUND (101-41110-900). MOTION CARRIED UNANIMOUSLY.

CONSIDER DEVICE SUPPORT PACKAGE FOR NEW WATER METER READER

The new meter reader we purchased in 2015 is still giving staff problems. This support provides technical support for the reader, computer program and any problems that come up connecting to the meters themselves. Staff suggested being on the safe side and purchasing the support for another year, and assessing the situation annually.

Support includes:

- Unlimited and priority handling of telephone services support from the Technical Services Group.
- Priority status for customers requiring hardware support and loaner meter reading equipment.
- Yearly software updates: includes updates for the AutoRead System software and, if applicable, AutoVu operating software.
- Preferred pricing on software upgrades to higher level AMR software modules.
- Additional training sessions. Customer can purchase additional training sessions if desired on the operation of the AutoRead system software.
- Information pertaining to annual customer use conference.

MOTION BY RIVARD/TANGEN TO APPROVE THE PURCHASE OF SUPPORT PACKAGE FROM SENSUS FOR WATER METER READING SOFTWARE AT A COST OF \$1,949.94 TO BE PAID FROM THE WATER FUND (601-49400-3080 AND SEWER FUND (602-49450-308). MOTION CARRIED UNANIMOUSLY.

CONSIDER ADMINISTRATION DEPARTMENT HOURS AND DUTIES

Mayor Buchite explained that he and Council Member Tangen (Personnel Liaisons) had met and determined it was time to shift the hours (previously shifted in January) back to 40 hours for Coordinator-Zoning Administrator position and 32 for the Clerk-Treasurer position. He explained that by shifting duties over to the Coordinator position that this needed to take place. The Coordinator-Zoning Administrator position was hired at 40 and the Clerk-Treasurer position was hired at 32.

MOTION BY JULIK-HEINE/RIVARD TO APPROVE THE ADJUSTED HOURS AND SHIFT HOURS BACK TO THE ORIGINAL COORDINATOR/ZONING ADMINISTRATOR AT 40 HOURS AND CLERK/TREASURER AT 32 HOURS BEGINNING OCTOBER 1, 2017. MOTION CARRIED UNANIMOUSLY.

CONSIDER SETTING DATE FOR TRUTH IN TAXATION PUBLIC HEARING

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO SET THE DATE FOR THE TRUTH IN TAXATION PUBLIC HEARING AT THE REGULARLY SCHEDULED DECEMBER 11TH MEETING STARTING AT 7:05 P.M.

CONSIDER EDC MEMBER APPOINTMENTS

Two residents have expressed interest in joining the Economic Development Commission. Larry Dahlberg has lived in the City for 19 years and has experience in: retail buying, wholesale sales, manufacturing, publishing, media sales & production on national and international level, product design, consulting, and an entrepreneur. Chris Hewitt has lived in TF for two years and is an active member of the CERT. He has a bachelor's degree in business and 10+ years of financial services and business and client management experience.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO ACCEPT THE RECOMMENDATION BY CITY STAFF TO APPOINT LARRY DAHLBERG AND CHRIS HEWITT TO THE ECONOMIC DEVELOPMENT COMMISSION.

CONSIDER RESOLUTION 17-09-02 FIRE-RUN MONEY FUND

City Auditor Brad Falteysek has recommended we transfer the money from the Charitable Gambling fund to the Fire Equipment fund, as there we do not do any gambling anymore. The money received from fire-runs had inadvertently been put into this fund. A resolution is required to transfer from fund to fund.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA RESOLUTION 17-09-02 TRANSFERRING \$19,649.12 FROM THE CHARITABLE GAMBLING PURCHASES FUND (480-10100) TO THE FIRE EQUIPMENT FUND (407-10100).

CONSIDER REQUEST TO ATTEND 2017 MINNESOTA FALL MAINTENANCE EXPO

Every year the Public Works department attends the MN Maintenance Expo in St. Cloud. This year the are requesting to attend the Wednesday October 4th at a cost of \$50.00.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE REQUEST FROM PUBLIC WORKS TO ATTEND THE MINNESOTA MAINTENANCE EXPO IN ST. CLOUD ON OCTOBER 4, 2017 AT A COST OF \$50.00 TO BE PAID FROM THE PUBLIC WORKS TRAINING AND INSTRUCTION FUND (101-43100-208)

CONSIDER VACATION REQUEST FROM COORDINATOR-ZONING ADMINISTRATOR

Leave will be: September 25 – 10 hours
October 23 – 10 hours
October 30 – 10 hours

Total: 30 hours

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE VACATION REQUEST FOR COORDIATOR-ZONING ADMINISTRATOR ADAM BERKLUND FOR SEPTEMBER 25, AND OCTOBER 23 & 30, 2017 FOR A TOTAL OF 29 HOURS.

CONSIDER PAYMENT OF MINNESOTA PIPE INVOICE

Public Works ordered 10 curb stop and curb boxes. The total was over \$1,000 so it will need to be approved.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA A PAYMENT OF \$1,458.73 TO MINNESOTA PIPE & EQUIPMENT FOR THE PURCHASE OF CURB STOP EQUIPMENT TO BE PAID FROM THE WATER FUND (601-49400-580)

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 33rd annual event being held November 24-26. This money goes to purchase fresh garland for the light poles and to replace the “not so vibrant” LED lights.

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO A CONTRIBUTION OF \$1,000 TO THE LIGHTING FESTIVAL TO BE PAID FROM THE DONATIONS TO COMMUNITY EVENTS FUND (101-41110-490).

APPROVAL OF CLAIMS & PAYROLL

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE PAYMENT OF CHECK NUMBERS 29859 - 29887 TOTALING \$41,948.61 FOR AUGUST EXPENDITURES AND CHECK NUMBERS 7290 – 7299 TOTALING \$11,635.68 FOR AUGUST PAYROLL.

LIAISON OR COUNCIL MEMBER REPORTS

Ross Rivard – reported that the Planning Commission was taking a long needed summer off and that the Public Works guys are working hard and doing a great job.

John Tangen – reported that the HPC meets this Wednesday and Chair Troy Aanonsen would be attending the annual Historic Preservation Conference in Albert Lea this weekend.

Mary Murphy – reported that the Economic Development Commission would be meeting this Wednesday for the first time in almost two years.

Larry Julik-Heine – reported that the Parks & Recreation Commission is planning a fall fundraiser, selling food in the Marmont parking lot, but would ask Council's permission once the time comes. He also noted the view at Heritage Park looks great after the tree clearing.

Mayor Buchite – reported that the view indeed looks great and also updated the Council that the sign donated by Xcel Energy was in place.

ADJOURNMENT

MOTION BY JULIK – HEINE/MURPHY TO ADJOURN THE MEETING OF THE TAYLORS FALLS CITY COUNCIL HELD THIS SEPTEMBER 11, 2017. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 7:16 p.m.

Michael D. Buchite, Mayor

Adam Berklund, Coordinator-ZA

APPROVED: OCTOBER 9, 2017