

**TAYLORS FALLS CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
MONDAY, SEPTEMBER 26, 2012 – 8:00 A.M.**

**MINUTES**

The Agenda for this Meeting was posted Thursday, September 20, 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 a Special Meeting on Wednesday, September 26, 2012 at 8:00 a.m. in Council Chambers at City Hall, 637 First Street, Taylors Falls, Minnesota. The regular meeting scheduled for September 24, 2012 was cancelled due to a lack of quorum.

**CALL TO ORDER**

The Meeting was called to order at 8:02 a.m. by Mayor Mike Buchite.

**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

**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 SEPTEMBER 26, 2012 TAYLORS FALLS CITY COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

**ADOPTION OF CONSENT AGENDA**

MOTION BY TANGEN/RIVARD TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: CORRESPONDENCE. MOTION CARRIED UNANIMOUSLY.

**PUBLIC FORUM**

None.

**STAFF REQUESTS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**CONSIDER BIDS FOR CITY GRADE STABILIZATION PROJECT**

On September 10, 2012 the Council authorized Staff to solicit bids for the joint Grade Stabilization Project. The project was proposed by the Chisago County Soil & Water Conservation District (CSWCD), who has identified a gully on the Public Works building site that may have a potential pollution problem due to eroding. The objective of the project is to construct a grade stabilization structure and underground outlet on an existing head cutting gully. The gully is tributary to the St. Croix River.

Three bids were received, with J & S General Contracting submitting the lowest bid at \$12,290.00. Chisago County CSWCD will provide 75% (\$12,000) of the project costs, and Taylors Falls will provide 25% (\$4,000.00, which \$3,500.00 will be in the form of earth fill provided from the City's new

Business Park, plus \$500 in cash). Mary Jo Youngbauer, Water Resource Technician from CSWCD will act as General Manager for the Project.

The Conservation Practice Assistance Contract, and Operation and Maintenance Plan were supplied by the CSWCD, which essentially provides maintenance information in the project area for the 10-year commitment required by the City.

MOTION BY JULIK-HEINE/MURPHY TO AWARD THE TAYLORS FALLS GRADE STABILIZATION PROJECT TO J & S GENERAL CONTRACTING, OSCEOLA, WISCONSIN, IN THE AMOUNT OF \$12,290.00, SUBJECT TO PROVIDING A CERTIFICATE OF INSURANCE.

FURTHERMORE, THE CITY ACKNOWLEDGES THE 25% FINANCIAL MATCH REQUIRED BY THE FEDERAL GRANT RECEIVED BY CHISAGO COUNTY SOIL AND WATER CONSERVATION DISTRICT, SHALL BE MADE WITH CASH OF \$500.00, TO BE PAID FROM THE STORM WATER FUND (600), AND EARTH FILL AS NEEDED EQUAL TO \$3,500.00.

IT WAS YET FURTHER MOVED TO AUTHORIZE THE MAYOR AND CLERK-TREASURER'S SIGNATURES ON THE CONSERVATION PRACTICE ASSISTANCE CONTRACT AND THE OPERATION AND MAINTENANCE PLAN AGREEMENT. (attached)

MOTIONS CARRIED UNANIMOUSLY.

#### **CONSIDER LIFT STATION #1 PUMP REPLACEMENT**

Public Works Superintendent Mike Kriz recommended that the pumps at Lift Station #1 are in need of replacement as they are paper thin, and would be just a matter of time before they burst and flood the lift station. If two are replaced this year, it is probable that the other two will need to be replaced in 2013, and every ten or twelve years thereafter. There is a lead time of eight to twelve weeks to receive the pumps.

MOTION BY RIVARD/JULIK-HEINE TO ACCEPT THE QUOTE FROM GENERAL REPAIR SERVICE, VADNAIS HEIGHTS, MINNESOTA, TO REPLACE TWO COMPLETE FAIRBANKS MORSE, 4.6 PUMP WITH MECHANICAL SEAL, WEAR RINGS, AND 40 HP MOTOR, INCLUDING LABOR, AT A COST OF \$31,240.00 PLUS SALES TAX, TO BE PAID FROM THE SEWER FUND (602) SUBJECT TO RECEIPT OF A CERTIFICATE OF INSURANCE. MOTION CARRIED UNANIMOUSLY

#### **CONSIDER CRACK SEALING PROPOSALS**

Public Works Superintendent Mike Kriz recommended that there are several newer streets in the City that need to be crack filled. If done correctly the process could extend the life of a street ten years or so. Four bids were received, with Nugent Sealcoating, Inc. submitting the lowest bid at \$.55 per linear foot.

MOTION BY MURPHY/TANGEN TO ACCEPT THE PROPOSAL FROM NUGENT SEALCOATING, INC., HUGO, MINNESOTA, TO CRACK FILL 2,500 LINEAR FEET ON CEDAR COURT; 4,100 LINEAR FEET ON CANEDAY, CHESTNUT, AND EKDAHL STREETS; AND 1,200 LINEAR FEET FOR CANEDAY COURT, AT A TOTAL COST OF \$4,290.00, TO BE PAID FROM THE STREET IMPROVEMENT FUND, ACKNOWLEDGING THE SAID COSTS EXCEED WHAT MONIES WERE BUDGETED IN 2012 FOR STREET IMPROVEMENTS. MOTION CARRIED UNANIMOUSLY.

#### **CONSIDER MANHOLE REPAIRS ON FOLSOM STREET**

Public Works Superintendent Mike Kriz recommended that a manhole on Folsom Street needs immediate attention to avoid a collapse of the roadway. Three proposals were received, with R.E. Peterson, Inc. submitting the lowest bid at \$3,080.00.

MOTION BY JULIK-HEINE/RIVARD TO ACCEPT THE PROPOSAL FROM R.E. PETERSON, INC., LINDSTROM, MINNESOTA, FOR MANHOLE REPAIR ON FOLSOM STREET, AT A COST OF \$3,080.00, TO BE PAID FROM THE SEWER FUND (602). MOTION CARRIED UNANIMOUSLY.

### **LIAISON OR COUNCIL MEMBER REPORTS**

**John Tangen** reported that the City received a scholarship from the Minnesota Historical Society to help defray the cost of Allysa Auton's attendance at the recent CLG Conference in Fergus Falls.

**Larry Julik-Heine** reported that the Park & Rec Commission is planning an Open House for Cherry Hill Park on October 10<sup>th</sup>.

**Mary Jo Murphy** reported that the Economic Development Commission is revisiting the signage and archway at the River Walk Trail.

**Mike Buchite** reported that he and CM Mary Jo Murphy recently attended the training for certification for the City's Board of Appeals process. He also reported that the Attorney's recommendation was to direct the Planning Commission to review existing ordinances or none exist, review the need for ordinances regulating dynamic lite display signage. The Mayor will forward to the Planning Commission what information he has received.

**Clerk-Treasurer Jo Everson** reported that the City was notified that it had been awarded the Library Restoration Grant submitted by Coordinator-Zoning Administrator Adam Berklund. She also reported that the CERT Task Force is moving forward on their organization of a **Certified Emergency Response Team**. They are researching what training is required and how the training will occur. They hope to forward their recommendations to the Council soon.

### **CORRESPONDENCE**

THE CITY COUNCIL ACKNOWLEDGED THE CORRESPONDENCE RECEIVED IN THE SEPTEMBER 26, 2012 COUNCIL PACKET:

1. STAFF CORRESPONDENCE & EMAIL'S

### **ADJOURNMENT**

MOTION BY MURPHY/JULIK-HEINE TO ADJOURN THE MEETING OF THE SEPTEMBER 26, 2012 TAYLORS FALLS CITY COUNCIL. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 8:29 a.m.

---

Michael D. Buchite, Mayor

---

Jo Everson, Clerk-Treasurer

**APPROVED:** OCTOER 8, 2012

## CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization <b>Chisago Soil &amp; Water Conservation District</b>	Contract Number <b>CWF PR11-3</b>	Other federal or other state funds? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/> Board meeting date(s) _____	Canceled <input type="checkbox"/> Board meeting date: _____
---	--------------------------------------	--	---	--

\* If contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name <b>City of Taylors Falls</b>	Address <b>637 First Street</b>	City/State <b>Taylors Falls, MN</b>	Zip code <b>55084</b>
--	------------------------------------	--	--------------------------

\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

### Conservation Practice Location

Township Name <b>Taylors Falls Public Works; City of Taylors Falls; Shafer Township</b>	Township <b>34N</b>	Range <b>19W</b>	Section <b>25</b>	1/4, 3/4 <b>NE/SW</b>
--	------------------------	---------------------	----------------------	--------------------------

### Contract Information

I (we), the undersigned, do hereby request cost-share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a **minimum of 10 years**, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the organization technical representative.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier who signed this contract to advise the new owner that this contract is in force.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the: **USDA NRCS Field Office Technical Guide**
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost share payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled by mutual agreement, except where installations of practices covered by this contract have not been started by **6/1/2013** (date), this contract will be automatically terminated on that date.
7. Practices will be installed by **11/1/2013** (date) unless this contract is amended by mutual consent to reschedule the work and funding.
8. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The organization board has the authority to make adjustments to the costs submitted for reimbursement.

**Applicant Signatures**

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the organization technical representative.
4. Not accept cost-share funds, from state and federal sources combined, that are in excess of 75 percent of the total cost to establish the conservation practice and provide copies of all forms and contracts pertinent to any other state or federal programs that are contributing funds toward this project.

Date <i>9/26/12</i>	Land Occupier <i>Michael D. Bulte, Mayor</i>	Attest: <i>Jo Guerson Clerk</i>
Date	Landowner, if different from applicant	
Address, if different from applicant information:		

**Conservation Practice**

The primary practice for which cost-share is requested is Grade Stabilization

Practice standards or eligible component(s) <b>Grade Stabilization (410) with Underground outlet (620)</b>	Engineered Practice <input checked="" type="checkbox"/> yes or <input type="checkbox"/> no Ecological practice <input checked="" type="checkbox"/> yes or <input type="checkbox"/> no	Total Project Cost Estimate <b>\$16,000</b>
---	--	--

**Technical Assessment and Cost Estimate**

I have the appropriate technical expertise and have reviewed the site where the above listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Date <i>9/10/12</i>	Technical Representative <i>Michael D. Bulte, Mayor</i> PE MN 15043
------------------------	---

**Amount Authorized for Financial Assistance**

The Organization Board has authorized the following for financial assistance, total not to exceed the overall percent listed indicated in 4, above.

\$ 12,000 from CWF-Stabilization of Roads FY11  
Enter program name and fiscal year  
 \$ \_\_\_\_\_ from \_\_\_\_\_  
Enter program name and fiscal year  
 \$ \_\_\_\_\_ from \_\_\_\_\_  
Enter program name and fiscal year

Board Meeting Date <i>10-9-12</i>	Authorized Signature <i>Paul Christ</i>	Total Amount Authorized \$ <b>12,000</b>
--------------------------------------	--	---

**OPERATION AND MAINTENANCE PLAN**

**FOR**

**CITY OF TAYLORS FALLS  
GRADE STABILIZATION**

**PREPARED BY**

**MICHAEL M. MAYER, PE**

## UNDERGROUND OUTLET

### OPERATION & MAINTENANCE PLAN

Underground outlets consist of a conduit installed beneath the ground surface to collect surface water and convey it to a suitable outlet. They often are an integral part of terraces, water and sediment control basins and certain other conservation practices. The following guidelines will help you maintain your underground outlets in proper operating order:

#### UNDERGROUND OUTLET

Do not drive over known shallow tile lines with heavy loads or when the soil is wet. It is best to cross tile lines perpendicular to the tile trench. Avoid travel along the tile line with wheels in the trench.

Prevent tree growth within 1000 feet of the drain line. Even roots of small trees can plug a tile line.

Chronic wet spots in the field or holes in the ground over the tile line indicate that some type of repair may be needed. Call your local Soil Conservation Technician for assistance in evaluating the situation.

Check with your local Soil Conservation Technician before adding more tile or surface inlets to an existing system or before removing or making changes to orifices. Overloading a tile system can cause serious damage to the system.

You should have been provided the estimated time required for the underground outlet system to empty your storage areas assuming they are full. This information is available from your local Soil Conservation Technician. If your system is not emptying reasonably close to the estimated time, or you notice flow coming out of an inlet, particularly when the storage areas are not filled by a runoff event, there is probably a restriction in the system or the system is overloaded. Either situation is undesirable and your local Soil Conservation Technician should be consulted to evaluate the situation.

#### SURFACE INLETS

Check inlets after major storm for trash accumulation, sediment deposition and physical damage to the inlet. Trash and sediment should be removed from the inlet area. Physically damaged inlets should be repaired. If the inlet was fitted with a trash exclusion device, be sure it remains in place, is clean and in good condition.

Be careful when operating machinery near inlets so that the machinery does not come into contact with the inlet.

Be careful when operating machinery around inlets at night or when the ground around the inlet cannot be observed. Breaks in the tile lines are most likely to occur around the inlet area where there are usually more joints. Large holes in the ground can develop around the inlet which, if struck, can cause serious injury to equipment operators and costly damage to the equipment. It is recommended that you purchase or fabricate, and install at each inlet, a flag which can be readily seen by the equipment operator.

Avoid spreading manure or using chemicals in a manner in which runoff could carry them to the inlet and create downstream water quality problems.

#### OUTLETS

Keep outlet ditch or waterway free from sediment accumulation so that the tile can flow freely.

Make sure rodent guard is not plugged and can swing freely.

Do not drive over the outlet pipe. Replace it if it has been damaged.

**OPERATION AND MAINTENANCE  
GRADE STABILIZATION STRUCTURE  
CODE 410**

Inspections and maintenance are required to obtain intended function of the grade stabilization structure. Items to inspect and maintain during the 15-year design life of the grade stabilization structure are:

1. Check inlet, embankment, and vegetated spillway after heavy rains for possible damage. Inspect annually for damage from normal use.
2. Inspect the embankment for cracking and sloughing.
3. Inspect the downstream toe of the embankment annually. If there are wet areas or seeps at the downstream toe of the embankment, it could be a serious problem. Ask for assistance from your NRCS office to evaluate the seepage.
4. Inspect the spillway of the pond frequently. Clear accumulated trash away from the pipe inlet when found.
5. Check frequently for seepage along the pipe. Inspect the pipe for corrosion, rusting, holes, or any other form of deterioration that may occur.
6. Repair erosion at outlet of principal spillway pipe as needed.
7. Fill rills and gullies that occur on the embankments and vegetated spillway. Reseed the filled areas.
8. Check frequently for burrowing animals. When found, remove the burrowing animals, replace embankment materials, and reseed.
9. Maintain a vigorous sod in the auxiliary spillway and on embankments by regular mowing and fertilization. Remove excess growth. Do not burn or overgraze.
10. Prevent trees and brush from growing on embankments, abutments, or in the spillway areas. Control trees and bush growth by hand cutting, mowing, or chemicals. Avoid grass damage by herbicides.
11. Modifications to this structure should be made only in consultation with your local soil conservation office.

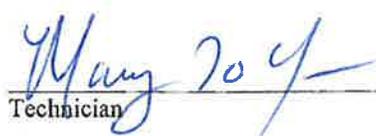
Special Considerations: \_\_\_\_\_  
\_\_\_\_\_

OPERATION AND MAINTENANCE PLAN

This operation and maintenance plan has been reviewed by the owner.

  
\_\_\_\_\_  
Owner

attest:  
JoQuerson, Clerk

  
\_\_\_\_\_  
Technician

**OPERATION AND MAINTENANCE PLAN**

**FOR**

**CITY OF TAYLORS FALLS  
GRADE STABILIZATION**

**PREPARED BY**

**MICHAEL M. MAYER, PE**

OPERATION AND MAINTENANCE PLAN

This operation and maintenance plan has been reviewed by the owner.

---

Owner

---

Technician

## UNDERGROUND OUTLET

### OPERATION & MAINTENANCE PLAN

Underground outlets consist of a conduit installed beneath the ground surface to collect surface water and convey it to a suitable outlet. They often are an integral part of terraces, water and sediment control basins and certain other conservation practices. The following guidelines will help you maintain your underground outlets in proper operating order:

#### UNDERGROUND OUTLET

Do not drive over known shallow tile lines with heavy loads or when the soil is wet. It is best to cross tile lines perpendicular to the tile trench. Avoid travel along the tile line with wheels in the trench.

Prevent tree growth within 1000 feet of the drain line. Even roots of small trees can plug a tile line.

Chronic wet spots in the field or holes in the ground over the tile line indicate that some type of repair may be needed. Call your local Soil Conservation Technician for assistance in evaluating the situation.

Check with your local Soil Conservation Technician before adding more tile or surface inlets to an existing system or before removing or making changes to orifices. Overloading a tile system can cause serious damage to the system.

You should have been provided the estimated time required for the underground outlet system to empty your storage areas assuming they are full. This information is available from your local Soil Conservation Technician. If your system is not emptying reasonably close to the estimated time, or you notice flow coming out of an inlet, particularly when the storage areas are not filled by a runoff event, there is probably a restriction in the system or the system is overloaded. Either situation is undesirable and your local Soil Conservation Technician should be consulted to evaluate the situation.

#### SURFACE INLETS

Check inlets after major storm for trash accumulation, sediment deposition and physical damage to the inlet. Trash and sediment should be removed from the inlet area. Physically damaged inlets should be repaired. If the inlet was fitted with a trash exclusion device, be sure it remains in place, is clean and in good condition.

Be careful when operating machinery near inlets so that the machinery does not come into contact with the inlet.

Be careful when operating machinery around inlets at night or when the ground around the inlet cannot be observed. Breaks in the tile lines are most likely to occur around the inlet area where there are usually more joints. Large holes in the ground can develop around the inlet which, if struck, can cause serious injury to equipment operators and costly damage to the equipment. It is recommended that you purchase or fabricate, and install at each inlet, a flag which can be readily seen by the equipment operator.

Avoid spreading manure or using chemicals in a manner in which runoff could carry them to the inlet and create downstream water quality problems.

#### OUTLETS

Keep outlet ditch or waterway free from sediment accumulation so that the tile can flow freely.

Make sure rodent guard is not plugged and can swing freely.

Do not drive over the outlet pipe. Replace it if it has been damaged.

**OPERATION AND MAINTENANCE**  
**GRADE STABILIZATION STRUCTURE**  
**CODE 410**

Inspections and maintenance are required to obtain intended function of the grade stabilization structure. Items to inspect and maintain during the 15-year design life of the grade stabilization structure are:

1. Check inlet, embankment, and vegetated spillway after heavy rains for possible damage. Inspect annually for damage from normal use.
2. Inspect the embankment for cracking and sloughing.
3. Inspect the downstream toe of the embankment annually. If there are wet areas or seeps at the downstream toe of the embankment, it could be a serious problem. Ask for assistance from your NRCS office to evaluate the seepage.
4. Inspect the spillway of the pond frequently. Clear accumulated trash away from the pipe inlet when found.
5. Check frequently for seepage along the pipe. Inspect the pipe for corrosion, rusting, holes, or any other form of deterioration that may occur.
6. Repair erosion at outlet of principal spillway pipe as needed.
7. Fill rills and gullies that occur on the embankments and vegetated spillway. Reseed the filled areas.
8. Check frequently for burrowing animals. When found, remove the burrowing animals, replace embankment materials, and reseed.
9. Maintain a vigorous sod in the auxiliary spillway and on embankments by regular mowing and fertilization. Remove excess growth. Do not burn or overgraze.
10. Prevent trees and brush from growing on embankments, abutments, or in the spillway areas. Control trees and bush growth by hand cutting, mowing, or chemicals. Avoid grass damage by herbicides.
11. Modifications to this structure should be made only in consultation with your local soil conservation office.

Special Considerations: \_\_\_\_\_

---