

**TAYLORS FALLS CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
MONDAY, JANUARY 8, 2018 – 7:00 P.M.**

**MINUTES**

The Agenda for this Meeting was posted Wednesday, January 3, 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.

The Taylors Falls City Council held its meeting on Monday, January 8, 2018 at 7:00 p.m. in Council Chambers at City Hall, 637 First Street, Taylors Falls, Minnesota.

**CALL TO ORDER**

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

**ROLL CALL**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Adam Berklund, Coordinator – Zoning Administrator, Paul Ringnell from the Ledger Press, Greg Marsten - Inter-County Leader, Troy Aanonsen – HPC Chair, Mark Kasma and Jacob Guzik from Bolton & Menk, and Wade Vitalis - EDC.

**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/RIVARD TO APPROVE THE AGENDA, AS PRESENTED, FOR THE JANUARY 8, 2018 COUNCIL MEETING. MOTION CARRIED UNANIMOUSLY.

**ADOPTION OF CONSENT AGENDA**

MOTION BY MURPHY/TANGEN TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS: MINUTES OF CITY COUNCIL MEETING HELD ON DECEMBER 26, 2017; STAFF REPORTS; COMMISSION, BOARD OR COMMITTEE MINUTES/REPORTS; APPROVAL OF COMMISSION MEMBER ADDITIONAL TERMS; APPROVAL OF CLAIMS & PAYROLL; AND CORRESPONDENCE. MOTION CARRIED UNANIMOUSLY.

**ORGANIZATIONAL PORTION OF THE MEETING**

**ELECTION OF VICE MAYOR**

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

**ADOPTION OF RESOLUTIONS**

**RESOLUTION 18-01-01 2018 ORGANIZATION RESOLUTION**

Mayor Buchite read through the resolution for the record, Council was in agreement with what was presented with the only change of Jacob Guzik to replace the retired Steve Heth at Bolton & Menk.

MOTION BY MURPHY/JULIK-HEINE TO ADOPT RESOLUTION 18-01-01, AS AMMENDED, THE CITY OF TAYLORS FALLS 2018 ORGANIZATION RESOLUTION. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RESOLUTION 18-01-02 SETTING THE 2018 FEE SCHEDULE**

There were no changes made from 2017.

MOTION BY TANGEN/JULIK-HEINE TO ADOPT RESOLUTION 18-01-02, AS PRESENTED SETTING THE 2018 FEE SCHEDULE. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RESOLUTION 18-01-03 SETTING 2018 EMPLOYEE COMPENSATION AND BENEFITS**

Full-time employees received a 2% raise.

MOTION BY TANGEN/JULIK-HEINE TO ADOPT RESOLUTION 18-01-03, AS PRESENTED, SETTING 2018 EMPLOYEE COMPENSATION AND BENEFITS. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RESOLUTION 18-01-04 APPROVING 2018 QUARTERLY TRANSFERS**

MOTION BY RIVARD/TANGEN TO ADOPT RESOLUTION 18-01-04 APPROVING 2018 QUARTERLY TRANSFERS FROM THE WATER AND SEWER FUNDS TO THE GENERAL FUND. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RESOLUTION 18-01-05 SETTING 2018 REIMBURSEMENT RATES**

MOTION BY JULIK-HEINE/RIVARD TO ADOPT RESOLUTION 18-01-05, AS PRESENTED, SETTING THE 2018 REIMBURSEMENT RATES. MOTION CARRIED UNANIMOUSLY. (copy attached)

**REVIEW OF GOALS & DIRECTIVES**

Council reviewed the list of goals from 2017 and the additions for the 2018 goals for the City of Taylors Falls. The Mayor recommended Council Members contact Staff if they, or their Commissions, would like to add to the list since it is a fluid document.

MOTION BY RIVARD/JULIK-HEINE TO APPROVE THE 2018 GOALS AND DIRECTIVES. MOTION CARRIED UNANIMOUSLY. (copy attached)

**RETURN TO REGULAR MEETING**

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

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE MINUTES OF THE DECEMBER 26, 2017 MINUTES OF THE TAYLORS FALLS CITY COUNCIL MEETING.

**PUBLIC FORUM**

NONE

**STAFF REPORTS & REQUESTS**

**VACATION REQUEST FROM COORDINATOR-ZONING ADMINISTRATOR BERKLUND**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA THE VACATION REQUEST FROM COORDINATOR-ZONING ADMINISTRATOR'S VACATION REQUEST FOR SIX HOURS ON MONDAY FEBRUARY 13, 2018.

**ADMINISTRATIVE DEPARTMENT**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE DECEMBER 2017 FINANCIAL REPORTS PRESENTED BY CLERK-TREASURER MARY TOMNITZ.

**PUBLIC WORKS DEPARTMENT**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE DECEMBER 2017 PUBLIC WORKS DEPARTMENT REPORT AS PRESENTED BY PUBLIC WORKS SUPERINTENDENT MIKE KRIZ.

**CHISAGO COUNTY SHERIFF'S DEPARTMENT**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA SERGEANT SHANE CARROLL'S DECEMBER 2017 CHISAGO COUNTY SHERIFF'S DEPARTMENT REPORTS.

**CITY ATTORNEY**

THE CITY COUNCIL ACCEPTED BY CONSENT AGENDA THE DECEMBER 2017 BILLING STATEMENTS FROM THE CITY ATTORNEY'S OFFICE OF KELLY AND LEMMONS, P.A.

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

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**CONSIDER AMENDMENT TO PERSONNEL POLICY PTO**

Mayor Buchite explained that Personnel Liaisons have been working with staff to switch from vacation/sick/personal days off to straight paid time off. Switching from our traditional leave program can have numerous advantages for the City and employees alike. PTO is a bank of days from which the employees can draw for vacation, sick leave, doctor's appointments and personal days off from work. Advantages include:

- reducing unscheduled absences, and the costs and productivity losses associated with them
- making the city more attractive to current and potential employees, especially those who value discretionary time off
- reducing administrative/compliance costs, as PTO use no longer requires validation in most instances
- empowering employees to make their own decisions regarding the amount of vacation and personal time spent away from work

This policy will be in effect as of January 1, 2018 and shall be effective for any new employees after. Current employees will go to PTO for future accruals, but any sick time will be changed into deferred comp as stated in Section 700.07. Under the PTO program, employees will be eligible to receive 100% of their accrued PTO balance when they leave City service. In no case shall the PTO pay-off exceed two hundred and forty (240) hours or thirty (30) days of PTO carry-over plus the amount of annual PTO accrued to the point in the year that the termination is effective. This will be very helpful in budgeting when an employee resigns/retires.

Vice Mayor Rivard brought up the idea of lowering the maximum amount of vacation time earned from four weeks to three. His reasoning would be that if an employee accrues four weeks a year, then carries over one week, with the accrual of one day per month, the employee would be gone a lot throughout the year.

Council Member Julik-Heine stated he could go either way.

Council Member Tangen disagreed with lowering it to three weeks, due to the fact that if you have an employee that gets to four weeks (15 years), they are a very loyal employee and deserves the fourth week.

Council Member Murphy agreed with Council Member Tangen that the fourth week would be the employees goal with a company.

Mayor Buchite asked Council Member Julik-Heine again and he agreed with keeping the fourth week.

Mayor Buchite stated he could have gone either way on this, but seeing there was a majority seeking to keep the fourth week, he didn't have to worry about it and called for a motion.

MOTION BY MURPHY/JULIK-HEINE TO APPROVE THE AMMENDMENTS OF THE TAYLORS FALLS PERSONNEL POLICY AS PRESENTED, WHICH INCLUDES CHANGES TO THE EMPLOYEE BENEFITS SECTION 700.

MOTION CARRIED UNANIMOUSLY.

**CONSIDER SWEDISH IMMIGRANT TRAIL LOBBYING PROPOSAL**

At the December Council meeting Wade brought the Council up to speed on the progress that has been made with the Swedish Immigrant Trail. He was in attendance again and informed us that \$2.254 million was approved by the committee. The group went down a second time to clarify the language in the bill and when it came to a vote there were three members who voted no. These individuals are looking at stripping all \$30 million allocated for trails to use as a match to a federal grant for a program called CREP (Conservation Reserve Enhancement Program). This program uses (private) agricultural land for conservation benefits, after conservation efforts over 14-15 years, the property still stays private.

The Swedish Immigrant Trail participants are looking to pay Judy Erickson to follow through with the proposal and help our local Senator and Representative lobby to get this funding fully secure. They are requesting \$1,000 from Taylors Falls. As a reminder this funding will build the "spur" trail to City Hall along with paving a parking lot in lower level at City Hall. He reported that he would be contributing \$2,000 of his own personal money. The total they are trying to raise is \$5,000. Lastly he thanked the Council for awarding him the Stewardship Award at the last meeting, and that it meant A LOT to him.

Mayor Buchite thanked Wade for all of his hard work, not only on this trail project, but for all of his contributions with the America's Best Communities project.

Council Member Tangen thought the economic potential that can come from this is huge.

MOTION BY JULIK-HEINE/MURPHY TO APPROVE REQUEST FROM CHISAGO COUNTY TO SUPPORT ADDITIONAL LOBBYING FOR THE SWEDISH IMMIGRANT TRAIL, CONTRIBUTING AN ADDITIONAL \$1,000 TO BE PAID FROM THE CONTINGENCY FUND (101-41110-900).  
MOTION CARRIED UNANIMOUSLY.

**CONSIDER RESOLUTION 18-01-06 ADOPTING THE CHISAGO COUNTY ALL HAZARD MITIGATION PLAN**  
Coordinator Berklund reported that in 2014 Scott Sellman, from the Chisago County Emergency Management department requested the City's involvement in the planning phase of updating the 2005 All Hazard Mitigation Plan. This project was funded under the Disaster Mitigation Act of 2000. The act establishes a framework for the development of a multi-jurisdictional hazard mitigation plan. The plan includes a risk assessment including past hazards, hazards that threaten the County, maps of hazards, an estimate of structures at risk, estimates of potential dollar losses for each hazard, a general description of land uses and future development trends. It also includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs. Lastly, the plan includes a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the County will maintain public participation and coordination.

Approval of the hazard mitigation plan will make the County eligible to receive Hazard Mitigation Assistance grants as they become available.

Mayor Buchite asked the Council agreed with the verbiage in the resolution and found no comments.

MOTION BY RIVARD/TANGEN TO ADOPT RESOLUTION 18-01-06 ADOPTING THE CHISAGO COUNTY ALL-HAZARD MITIGATION PLAN.  
MOTION CARRIED UNANIMOUSLY.

#### **CONSENT AGENDA**

##### **CONSIDER COMMISSION MEMBER ADDITIONAL TERMS**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA TO ACCEPT THE RECOMMENDATION FROM THE TF HERITAGE PRESERVATION AND APPOINT ANNIE BENT TO AN ADDITIONAL THREE YEAR TERM BEGINNING JANUARY 2018.

##### **APPROVAL OF CLAIMS & PAYROLL**

THE CITY COUNCIL APPROVED BY CONSENT AGENDA CHECK NUMBERS 3006 – 33028 TALLING \$62,528.41 FOR DECEMBER EXPENDITURES, AND CHECK NUMBERS \_\_\_\_ – \_\_\_\_ TALLING \$ \_\_, \_\_. \_\_ FOR DECEMBER PAYROLL.

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

**Mary Murphy** reported that the EDC has a new Chair with Chris Hewitt and that new members are being brought up to speed and will be reviewing the Strategic Guide. She also reported that she has begun negotiations with Shafer Township for the fire contract.

**Larry Julik-Heine** reported that the PRC will be meeting next week and that the Public Works are doing a great job of keeping the streets safe. Also that he had recently attended the Highway 8 Task Force meeting and will attend another in February.

**Ross Rivard** reported the Planning Commission will come with a request to Council to be able to review a portion of the City Ordinances.

**John Tangen** reported the HPC would be meeting on Wednesday and elect a Chair and officers, they will also interview a new member.

**Mayor Mike Buchite** reported that he will be starting up his Commission Chairs meeting to let them have a chance to explain what they have been up to, and make sure there is no overlapping. Also that he and Vice Mayor Rivard would be meeting with some prospective buyers for the Commercial Property downtown.

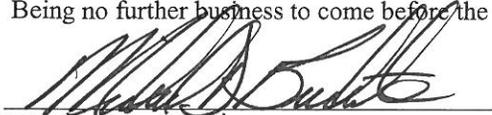
**CORRESPONDENCE**

THE CITY COUNCIL ACKNOWLEDGED BY CONSENT AGENDA THE CORRESPONDENCE PROVIDED IN THE JANUARY 18, 2018 CITY COUNCIL MEETING PACKET.

**ADJOURNMENT**

MOTION BY MURPHY/JULIK-HEINE TO ADJOURN THE MEETING OF THE TAYLORS FALLS CITY COUNCIL HELD THIS 8<sup>TH</sup> OF JANUARY, 2018. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Council, the Meeting adjourned at 7:45 p.m.

  
Mike Buchite, Mayor

  
Adam Berklund, Coordinator-Zoning Administrator

**APPROVED:** FEBRUARY 12, 2018