

TAYLORS FALLS CITY COUNCIL MEETING MINUTES

City Hall, Council Chambers

Monday, January 9, 2023

The Agenda for this Meeting was posted January 5, 2023 at City Hall, the Post Office. Copies were emailed to residents requesting such, and the Press was notified.

CALL TO ORDER

The Meeting was called to order at 7:00 pm by Clerk/Treasurer Mary Tomnitz.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the United States flag was recited.

ROLL CALL

Members Present: Mayor Brandon Weiberg, Tim Grote, Larry Julik-Heine, Troy Aanonsen, Lee Samuelson

Others Present: Clerk/Treasurer Mary Tomnitz, Sandra Berg, Brian Berg, Julie Samuelson, Sheryl Grote, Makayla Green, Jack Green, JoAnn Kunte-meier, Carol Schumann, Kelli Swanson, Molly Irish, Becky Caneday, Darrel Caneday, Diane Nelson, Rich Smith, Lonni Lineker, Katie Lineker, Mary Jo Murphy

OATH OF OFFICE

New Council members (Mayor Brandon Weiberg, Council Members Lee Samuelson and Tim Grote) took the oath of office, led by Clerk/Treasurer Mary Tomnitz. Resident Sandra Berg presented Mayor Weiberg with a new gavel.

ADOPTION OF AGENDA

Moved by Council Member Aanonsen, second by Council Member Grote, to identify the agenda item, with Organizational Meeting as Agenda Item A, Discussion of Job Descriptions identified as item B, Review Temporary Employment as item C, and Office Hours as item D. Motion unanimously approved.

A. ORGANIZATIONAL MEETING

1. Election of Vice Mayor

Council Member Grote nominated Council Member Julik-Heine as Vice Mayor. Council Member Aanonsen nominated Council Member Samuelson as Vice Mayor. Mayor Weiberg called for an oral vote.

Voting for Council Member Samuelson as Vice Mayor were Council Member Aanonsen, Council Member Samuelson and Mayor Weiberg. Voting for Council Member Julik-Heine as Vice Mayor were Council Member Julik-Heine and Council Member Grote.

2. Adoption of **RESOLUTION 23-01-00**: 2023 Organizational Appointments

Newspaper: Chisago County Press

Official City Depository: Midwest One Bank in St. Croix Falls, Wisconsin (checking account), and 4M Fund Bank in Minneapolis, Minnesota (investments). Signatures for endorsing checks will be Clerk/Treasurer Tomnitz, Mayor Weiberg, Vice Mayor Samuelson, and the Zoning Coordinator when s/he is hired.

Moved by Council Member Aanonsen, second by Council Member Samuelson, to postpone the non-statutory parts of the agenda to the January 23rd Council meeting. There was no vote taken.

Discussion: To postpone assigning liaisons would prevent the commissions from working because the Mayor has to meet with them before they can choose a Chair. Council Member Julik-Heine was experienced with, and comfortable with, continuing as Liaison to Public Works and Personnel.

Motion amended by Council Member Annonsen, second by Council Member Julik-Heine, to move forward with Liaisons for Public Works, Sheriff's Department, Fire Department and Personnel and wait on the Commission appointments until the next Council meeting. Motion unanimously approved.

Liaisons:

Law Enforcement: Council Member Julik-Heine nominated Council Member Aanonsen for Law Enforcement. Second by Council Member Grote. Nomination unanimously approved.

Fire Department: Council Member Julik-Heine nominated Council Member Aanonsen for Fire Department Liaison. Second by Council Member Grote. Nomination unanimously approved.

Public Works: Council Member Aanonsen nominated Council Member Samuelson for Public Works Liaison. Second by Council Member Julik-Heine. Council Member Grote nominated himself for the second Public Works Liaison. Second by Council Member Aanonsen. Nomination unanimously approved.

Personnel: Council Member Grote nominated himself for Personnel Liaison. Second by Council Member Julik-Heine. Nomination unanimously approved. Council Member Julik-Heine nominated himself for the second Personnel Liaison. Second by Vice Mayor Samuelson. Nomination unanimously approved.

Storm Water Utility Board: *Moved by Council Member Aanonsen to postpone the Storm Water Utility Board to a definite period, January 23, 2023, and postpone Agenda Item A.4, 5 & 6 until Monday, January 23rd. A.4 is Employee Compensation and Benefits; A.5 is Quarterly Transfers; A.6 is Reimbursement Rates. There was no second or call to vote on this motion. See Resolution 2023-01-02.*

Financial Advisor and Auditing Firm: *Moved by Council Member Grote, second by Council Member Julik-Heine, to conditionally approve Abdo Eich & Meyers as auditing firm contingent on reviewing the contract, and having discussion at the next Council meeting on January 23, 2023. Council Member Grote, Julik-Heine, Mayor Weiberg, Vice-Mayor Samuelson - aye; Council Member Aanonsen - nay. Motion passed.*

Moved by Council Member Grote, second by Council Member Julik-Heine, to continue with Ehlers & Associates of Roseville as financial advisors. Motion carried unanimously. Mayor Weiberg requested the Clerk/Treasurer to provide copies of the Ehlers contract within the next month.

City Planner: Currently the City does not have a planner. Mayor Weiberg recommended continuing the practice of contracting for city planner services when needed. Mayor Weiberg requested the Clerk/Treasurer to contact the League of Minnesota Cities to see if they have recommendations of city planners.

Engineering Services:

Moved by Council Member Grote, second by Council Member Aanonsen, to continue with Bolton and Menk, Inc. Motion passed unanimously.

Health Officer: *Moved by Council Member Aanonsen, second by Council Member Grote, to postpone filling this position for an indefinite period of time. Motion passed unanimously.*

Moved by Council Member Aanonsen, second by Council Member Grote, to adopt Resolution 2023-01-00 with the omissions that were stated and the changes that were made (anything that was added, and omissions go to the next resolution). Motion passed unanimously.

Resolution 2023-01-00 is attached.

3. Adoption of **RESOLUTION 2023-01-01**: 2023 Fee Schedule with change to Sheriff's fees
There were no changes to the fee scheduled, except the Sheriff's fee for the Community Center increased to \$64.12 with a two hour minimum. Council Member Aanonsen pointed out the fees can be revised throughout the year. Council Member Grote indicated two typing errors will be corrected in the resolution.

Moved by Council Member Julik-Heine, second by Council Member Aanonsen, to adopt Resolution 2023-01-01 with the correction of two grammatical errors and an opportunity to review the fee schedules when there is opportunity. Motion passed unanimously.

Resolution 2023-01-01 is attached.

4. Adoption of **RESOLUTION 2023-01-02**: Employee Compensation and Benefits
Moved by Council Member Aanonsen, second by Council Member Samuelson, to postpone Agenda Item A.4 (Employee Benefits & Compensation), to a definite date in time, January 23, 2023. (After discussion, Council Member Aanonsen withdrew his resolution.)
Council Member Julik-Heine asked why the postponement? Council Member Aanonsen responded he would like to see the resolution on the hourly pay for Clerk/Treasurer at \$36.00, as the last he remembered it was \$34.00. Clerk/Treasurer Tomnitz responded it was in the approved budget, which Council Member Aanonsen indicated he didn't have. Clerk/Treasurer Tomnitz said wages went up by \$2.00 per recommendation of the Personnel Liaisons. Council Member Grote commented the pay increases had been voted on by the previous Council, and the staff deserve the wages for their hard work.

Moved by Council Member Julik-Heine, second by Council Member Aanonsen, to pass Employee Compensation in Resolution 2023-01-02. Motion passed unanimously.

Mayor Weiberg then referred to the overtime bank limits, and assured staff they should not be worried about overtime. Council Member Grote pointed out some punctuation changes that should be made to the resolution. Mayor Weiberg then read the resolution regarding Mayor pay (\$1800/calendar year and \$15/meeting/budget meeting/special meeting) and Council pay (\$1200/calendar year and \$10/meeting/special meeting/budget meeting). Payment is made at the end of the year.

Resolution 2023-01-02 is attached.

5. Adoption of **RESOLUTION 2023-01-03**: Quarterly Transfers
Moved by Council Member Julik-Heine, second by Council Member Grote, to move \$7500 from the Water and Sewer Fund to the General Fund to cover wages incurred by Public Works. No vote was taken.

During discussion it was decided this item could be postponed, as it is all internal transfers.

Moved by Council Member Aanonsen, second by Council Member Samuelson, to postpone Agenda Item A.5 (transfer of funds) to Monday, January 23, 2023 based on the condition of receiving a treasurer's report. Motion passed unanimously.

Resolution 2023-01-03 is attached.

6. Adoption of **RESOLUTION 2023-01-04**: Reimbursement Rates
Reimbursement rates are set by State and Federal government: \$13 continental breakfast; \$15 for lunch; \$26 for dinner; \$5 incidental charges; \$44.25 first and last day of travel; and \$0.625 per mile for travel.

Moved by Mayor Weiberg, second by Council Member Julik-Heine, to adopt Resolution 2023-01-04, Reimbursement Rates. Motion passed unanimously.

Resolution 2023-01-01 is attached.

- B. Discussion of Job Descriptions of Public Works Superintendent and Coordinator / Zoning Administrator

In discussion, Council Member Julik-Heine explained the Personnel Liaisons would review the job descriptions, make suggestions for changes to the Council, who will then post the open positions. Mayor Weiberg requested salaries be included in the job description, with a mean for our area.

Moved by Council Member Grote, second by Council Member Aanonsen, to adopt a discussion on job descriptions for Public Works Superintendent and Zoning and Coordinator Administrator. No vote was taken.

Moved by Council Member Aanonsen to postpone action on job descriptions until the January 23rd Council meeting. There was no second to this motion.

Clerk/Treasurer Tomnitz stated this is just a discussion on job descriptions, so it doesn't need a resolution.

- C. Review Temporary Employment of Lynn Longnecker and Molly Nelson

Mayor Weiberg explained Lynn Longnecker and Molly Nelson are currently providing some temporary help in the office. Council Member Julik-Heine stated he believes Lynn Longnecker should continue in the temporary position as Zoning Administrator Coordinator until someone is hired for the position; and that Molly Nelson should continue in her temporary position of helping in the office. Mayor Weiberg asked if Council would be interested in reaching out to a temporary agency for additional office help. Council Member Grote offered his and Council Member Julik-Heine's help in contacting a temporary agency.

Council Member Aanonsen suggested getting city resident volunteers. Mayor Weiberg suggested contacting the League of Minnesota Cities regarding the use of volunteers.

Council Member Grote has noticed Lynn Longnecker and Clerk/Treasurer Tomnitz spend a lot of time looking for things. He suggests organizing and digitizing documents to make searching easier. He thinks getting a public administration intern or someone in municipal education. Clerk/Treasurer Tomnitz stated Molly Nelson is interested, as a City employee, to work on the website.

Mayor Weiberg requested the website be added to the next agenda.

Mayor Weiberg said there will be further discussion on temporary help, and a resolution presented at the January 23rd Council meeting.

D. Office Hours

Office hours are 9:00a.m. to 3:00p.m., Monday through Thursday. The hours will be re-evaluated once full time help is established.

Council Member Aanonsen asked if there is an RFP for an attorney. Clerk/Treasurer Tomnitz stated taking bids for Legal Counsel has closed, and two firms submitted bids. She will forward bids to Council, and asked that Council submit any questions they have as soon as possible, rather than waiting for the next Council meeting. After discussion, it was determined Clerk/Treasurer Tomnitz would contact the two law firms and schedule interview times on either January 17 or 18.

Moved by Council Member Aanonsen, second by Council Member Julik-Heine, to have Clerk/Treasurer contact the two law firms to set up interview times. Motion passed unanimously.

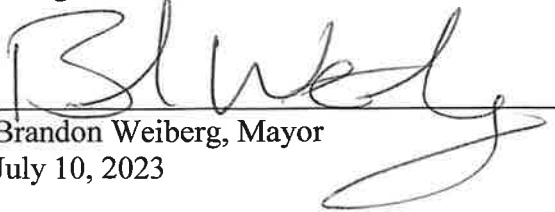
E. Preliminary Agenda for next succeeding meeting

Clerk/Treasurer Tomnitz then reviewed items to be included on the January 23rd Council agenda: Tiff District and sale of property, RFPs for attorneys, and continuation of organizational resolutions. Council Member Grote added discussion on job description for Public Works personnel. Clerk/Treasurer Tomnitz stated items to be added to the agenda need to be given to her by noon on the Wednesday prior to the Council meeting. She also commented that there were slips in the back of the room the public could fill out if they wanted to receive copies of agenda packets.

ADJOURNMENT

Moved by Council Member Julik-Heine, second by Council Member Grote, to adjourn the meeting of the Taylors Falls City Council held this Monday, January 9, 2023. Motion passed unanimously.

Being there was no further business to come before the Council, the meeting adjourned at 10:25 pm.



Brandon Weiberg, Mayor
July 10, 2023



Fay Caneday, Secretary Pro Tem