

TAYLORS FALLS CITY COUNCIL MEETING MINUTES
City Hall, Council Chambers
Monday January 23, 2023

The Agenda for this Meeting was posted January 19, 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 7:02 pm by Mayor Brandon Weiberg.

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, Vice Mayor Lee Samuelson

Others Present: Clerk/Treasurer Tomnitz, Julie Samuelson, Sandra Berg, Brian Berg, JoAnn Kuntemeier, Carol Schumann, Kevin Schumann, Becky Caneday, Darrel Caneday, Rich Smith, Sheryl Grote, Tana Havumaki

ADOPTION OF AGENDA

Mayor Weiberg shared that the first item on the agenda, Organization, will move to second place, and Hiring of an Attorney will move to first place.

Council Member Aanonsen requested to add discussion on the reconciliation with Abdo Financial Solutions contract to Old Business. After discussion, it was decided to add this under Organization.

Council Member Aanonsen to report on meeting with Sergeant Kyle Jones, Chisago County Sheriff's Office. Add to New Business.

Council Member Grote added Supervision of a Department/Liaison Roles to New Business.

Moved by Council Member Grote, second by Council Member Julik-Heine, to adopt the amended agenda. Motion unanimously approved.

APPROVAL OF CONSENT AGENDA

No motion to approve consent agenda.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

There are no minutes of previous meetings.

PUBLIC FORUM

Rich Smith: Asked who to talk to on the Council re: Parks & Rec. as he may have volunteers. He also asked if there was anything in the works regarding the Springs Inn. He heard something about the City buying it. (Mayor Weiberg responded that the Council understands concerns, but have to wait until legal counsel is hired. Council Members Grote and Julik-Heine also responded if citizens see something disturbing, or criminal activity, to contact police.)

Tana Havumaki: Urged Council to speak into their mics. She thanked Brian and Sandra Berg for recording Council meetings.

OLD BUSINESS

1. Hire a City Attorney

Mayor Weiberg reported two attorney firms have been interviewed. They are Flaherty & Hood and Holstad and Knaak. Each member of the Council expressed their pros and cons regarding both law firms before a vote was taken.

Mayor Weiberg stated he would like the Council to do another RFP for a lawyer. He called for a motion, but no one made the motion.

Moved by Council Member Aanonsen, second by Council Member Julik-Heine, to call for a vote on City attorney. Council Member Aanonsen, Vice Mayor Samuelson and Mayor Weiberg voted for Holstad and Knaack; Council Member Grote, and Council Member Julik-Heine voted for Flaherty and Hood.

Mayor Weiberg stated the contract should be February 1 through December 31, 2023.

2. Organizational Meeting continued

a. Adoption of **RESOLUTION 2023-01-05**: ORGANIZATIONAL APPOINTMENTS CONTINUED

Council Member Liaisons for:

1. Planning Commission: Mayor Weiberg.
2. Economic Development Commission: Mayor Weiberg.
3. Park & Recreation Commission: Council Member Julik-Heine.
4. Heritage Preservation Commission: Council Member Samuelson.
5. Library Board: No Liaison assigned. Library Board to reach out to Council when they have a need. This item was removed from the Resolution.
6. Administration: Tabled until next Council meeting
7. CERT Emergency Management: Council Member Grote recommended this be grouped with Fire Department. Everyone agreed.
8. Storm Water Board: Council Member Grote volunteered; Council Member Aanonsen nominated Council Member Samuelson. Mayor Weiberg seconded the nomination of Vice Mayor Samuelson.
9. Highway Task Force: Council Member Julik-Heine
- 10: Audit Service: This item was approved with a condition that was not acceptable to Abdo Eich & Myers. Mayor Weiberg talked with Brad Falteysek from Abdo Eich Myers about the contract for auditing 2022. The previous Council budgeted \$16,500, and Mr. Falteysek said this would cover their work. Council Member Aanonsen requested Mr. Falteysek come speak to the Council in February about what the audit entails, and his focus.
11. Health Officer: Statute 236.01: must be physician licensed to practice medicine under the laws of MN. Duties include checking on unsanitary conditions, follow through on City ordinances that related to public health, enter and inspect all premises where food products are stored and are offered for sale to public, given power to inspect any premise selling food products as part of the license of such business. Mayor Weiberg asked Clerk/Treasurer Tomnitz to send Statute 236.01 to Council Members, and add item to a February Council meeting. Council Member Grote will contact St. Croix Health in St. Croix Falls, Wisconsin. Mayor Weiberg will contact Cities of Shafer and Center City as to who they are using for this position. This item was removed from the resolution, tabled until a February Council meeting.

Moved by Council Member Julik-Heine, second by Council Member Aanonsen, to approve Resolution 2023-01-05. Motion passed unanimously.

Mayor Weiberg stated job descriptions for each Commission will be available to residents.

b. Accounting Services - Abdo Financial Solutions Contract

A contract was received from Abdo Financial Solutions. Due to the urgency of getting these documents out, Mayor Weiberg approved this contract for the year end of 2022 through Jan. 31, 2024 to include the 2023 year end process and documentation.

c. Public Works Superintendent - Job Description

Council Member Julik-Heine and Council Member Grote reviewed the PW Superintendent job description, and presented suggested changes to the Council.

Moved by Council Member Aanonsen, second by Council Member Grote to approve changes to the Public Works Superintendent job description. Motion passed unanimously.

Moved by Council Member Grote, second by Council Member Julik-Heine, to post the open Public Works Supervisor position. Motion passed unanimously.

- d. Coordinator / Zoning Administrator - Job Description
Motion by Council Member Samuelson, second by Council Member Grote, to discuss the Coordinator/Zoning Administrator job description. There was no call to vote on this motion.

Council Member Grote and Council Member Julik-Heine reviewed suggested changes to the job description, including cross training to back up some of the City Clerk/Treasurer's responsibilities. This position was last reviewed in 2011.

Moved by Mayor Weiberg, second by Council Member Grote, to discuss and approve changes to the Coordinator / Zoning Administrator job description. Motion passed unanimously.

There was extensive discussion on whether or not to hire temporary office help. Currently, Lynn Longnecker is to assist with the general operation of the office, answer zoning questions, and Molly Nelson performs general office support. Council Member Grote stated the support staff should be able to take over some of Clerk/Treasurer Tomnitz's duties that don't require critical thinking.

Mayor Weiberg said he feels Council should grant Council Member Grote and Council Member Julik-Heine authority to hire temporary office personnel if they feel it is needed after they work with who we have now. He stated it is fair to offer \$25/hour with 20 hours/week to temporary help.

Moved by Mayor Weiberg, second by Council Member Aanonsen, to approve posting of Coordinator / Zoning Administrator. Motion passed unanimously.

Clerk/Treasurer Tomnitz will post the position for two weeks.

- e. Fund Balance Update
Clerk/Treasurer Tomnitz directed Council attention to a fund balance printout in their packets. The auditors have been working on the report, correcting errors that need to be made from two years ago, the way funds were moved. Going forward, Council should get one of these reports every month: fund balance, expenditure report, payroll wages and salaries, check list of expenditures and receivables. Mayor Weiberg feels it is important to include in the packet for Council what checks he is signing or copy of time card he initialed. He requested that Clerk/Treasurer Tomnitz include a copy of time cards in the packet. Council Member Aanonsen stated he believes Council should see all payables before the Mayor signs the checks. Clerk/Treasurer Tomnitz clarified that not all bills are available when the packets are created.
Mayor Weiberg referred to the Consent Agenda, and urged Council Members to study their packets before coming to meetings. He requested a copy of the Bylaws, and asked Clerk/Treasurer Tomnitz to contact the League of Minnesota Cities as to what should be included in the packets.

NEW BUSINESS

1. 2022 Bank Reconciliation Updates

Included in the packets is an agreement from Abdo Financial Solutions, which is different than the other Abdo that is doing the audit. Mayor Weiberg apologized to Council and the Clerk/Treasurer because he was unaware he was not supposed to sign the contract before it was sent to Council. Clerk/Treasurer Tomnitz explained they were facing a deadline getting the 1099s and W2s out on time. Mayor Weiberg said it was something new that had not been approved by the previous Council; it was a new budget item.

Moved by Mayor Weiberg, second by Council Member Grote to discuss the contract of moving forward using Abdo Financial Solutions for accounting services through January 31, 2024.

Discussion:

There was lengthy discussion on the Abdo Solutions contracts going back to mid-2022 and through the end of the year, and pros and cons on the length of new contracts. Council Member Aanonsen had concerns over who can/should sign the contracts. He called Abdo for clarification, resulting in Abdo cancelling the current contract and sending a new one.

Council Member Grote referred to Minnesota statute 412.201 Execution of Instrument, which states "every contract, conveyance, license or other written instrument shall be executed on behalf of the City by the Mayor and Clerk with the corporate seal affixed and only pursuant to authority from the Council."

Mayor Weiberg requested Abdo meet with Council to explain what they did the last 6 months to help Clerk/Treasurer Tomnitz catch up. He directed Clerk/Treasurer Tomnitz to schedule them in March.

Moved by Council Member Aanonsen, second by Vice Mayor Samuelson, to amend the Abdo Financial Solutions contract to end April 30, 2023. Aye - Council Member Aanonsen, Vice Mayor Samuelson, Mayor Weiberg. Nay - Council Member Grote, Council Member Julik-Heine. Motion passed.

Moved by Council Member Grote, second by Mayor Weiberg, to request a proposal for an annual contract from Abdo Financial Services from May 1, 2023 to April 30, 2024, and that Council makes the decision on moving forward in advance of the termination of the contract previously approved. Aye - Mayor Weiberg, Vice Mayor Samuelson, Council Member Julik-Heine, Council Member Grote. Nay - Council Member Aanonsen. Motion passed.

2. **Sergeant Kyle Jones, Chisago County Sheriff's Office**
Sergeant Jones requested keys to get into the lower level of City Hall to access their office and the restrooms. He also asked that zoning ordinances be uploaded to the City's web site as law enforcement uses them. Mayor Weiberg reported the keys have been ordered.
3. **Supervision of Department Liaison Roles**
Council Member Grote read Minnesota Statute 412.121 to clarify role of Vice Mayor as a signatory. The statute reads: "Acting mayor shall perform the duties of mayor during the disability or absence of the mayor from the city or in the case of vacancy in the office of mayor until a successor has been appointed and qualified."
He also quoted from information from the League of Minnesota Cities: "As individuals, council members have no administrative authority. They cannot give orders to or otherwise supervise City employees unless specifically directed to do so by the council."
Mayor Weiberg requested Clerk/Treasurer Tomnitz to send copies of the Mayor's Manual to Council Members.
4. **Pump Issues**
Vice Mayor Samuelson reported Paul Stenger gave him two quotes from Tri State Pump to repair pump issues. The quote to repair a control is labor only at \$2,065. The other quote is replace a gasket seal at cost of \$2,360.

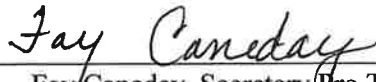
Moved by Council Member Grote, second by Council Member Julik-Heine, to approve expenditures to make these repairs. Motion passed unanimously.

ADJOURNMENT

Moved by Council Member Julik-Heine, second by Council Member Grote, to adjourn the meeting of the Taylors Falls City Council at 9:57 pm held this Monday, January 23, 2023. Motion passed unanimously.



Brandon Weiberg, Mayor



Fay Caneday, Secretary Pro Tem

APPROVED