

REGULAR CITY COUNCIL MEETING ~ NOVEMBER 6, 2017

1. CALL TO ORDER

The regular City Council meeting of the City of Little Falls was called to order by Council President Hanfler on Monday, November 6, 2017, at 7:30 p.m. Councilmembers Hircock, Gosiak, Lundberg, Liljegren, Knafla, Hanson, Council President Hanfler, and Mayor Zylka were present. It was determined there was a quorum.

2. APPROVAL OF AGENDA

Council President Hanfler amended the agenda by adding item 6.h. Motion was made by Councilmember Hircock, seconded by Councilmember Gosiak to approve the agenda of November 6, 2017, as amended. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

3. APPROVAL OF MINUTES

Motion was made by Councilmember Knafla, seconded by Mayor Zylka to approve the City Council minutes of the special meeting of October 16, 2017; the regular meeting of October 16, 2017; and the closed meeting and budget work session meetings of October 30, 2017, as presented. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

4. APPROVAL OF BILLS

Motion was made by Councilmember Lundberg, seconded by Councilmember Hanson to approve the bills totaling \$549,014.43 for check numbers 97391 through 97507. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

5. AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS

6. CONSENT AGENDA

Motion was made by Councilmember Gosiak, seconded by Councilmember Liljegren to take the following action on Consent Agenda items a. through h.:

- a. Received and placed on file the Animal Control Report for October 2017; and
- b. Received and placed on file the Building Report for October 2017; and
- c. Received and placed on file the Cable TV Review Board minutes of July 2017; and
- d. Accept the resignation of Norman Sandberg from the Cable TV Review Board, thanked him for his commitment to our community, and further instructed Mayor Zylka to appoint a replacement to fill the unexpired term of January 31, 2018; and
- e. Received and placed on file the Library Board minutes of September 2017; and
- f. Received and placed on file the Planning Commission minutes of October 2017; and
- g. Approved to the Minnesota Department of Public Safety, an Application for Optional 2:00 a.m. Liquor License as requested by Rustic Saloon LLC, 112 Southeast First Street, contingent upon all the paperwork, fees and insurance being provided and approval is granted by the Alcohol and Gambling Enforcement Division; and
- h. Approved a Parade Permit as requested by the West Side Improvement Association for their annual Santa Parade to be held on November 24, 2017, contingent upon the appropriate paperwork and insurance listing the City as additional insured are provided, they clean up after the event, approval is granted by the Fire and Police Chiefs; and by the Minnesota Department of Transportation.

Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

7. PUBLIC HEARINGS AND LETTINGS

a. **Public Information/Input Meeting, Wellhead Protection Plan Part 1** – Council President Hanfler opened a scheduled informational meeting on the Wellhead Protection Plan Amendment, Part 1, at 7:33 p.m. Public Works Director Kimman reviewed the proposed plan and amendment. There were no questions or comments. Council President Hanfler closed the meeting at 7:49 p.m. Motion was then made by Mayor Zylka, seconded by Councilmember Hanson to call for a public hearing on the adoption of the Wellhead Protection Plan Amendment, Part 1, for Monday, November 20, 2017, at 7:30 p.m. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

b. **Lettings**

1. **Timber Harvest, Airport Commission Recommendation, Great Northern Logging** – Motion was made by Mayor Zylka, seconded by Councilmember Knafla to accept the recommendation of the Airport Commission and awarded the high quotation of \$11,500 from Great Northern Logging, Inc., Pierz, for the timber harvested on Parcel F-1 at the Little Falls/Morrison County Airport, to be credited to the Airport Improvement Fund. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

2. **Arbitrator Server, Police Department** – Motion was made by Councilmember Hanson, seconded by Councilmember Gosiak to authorize the purchase of HP ProLiant DL38 144GB RAM 1.92 TB Raid SSD from Business Machines Plus, Little Falls, at \$5,422 plus related licenses and shipping charges for the Police Department, to be charged to the Equipment Fund. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

3. **Well No. 1 Improvements, Traut Companies, Water Treatment Facility** – Motion was made by Councilmember Hircock, seconded by Councilmember Lundberg to award the low quotation of \$14,940 from Traut Companies, Waite Park, for Well No. 1 Improvements at the Water Treatment Facility, to be charged against the Minnesota Department of Health grant award and the Water Improvement Fund. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Ordinance No. 2, Seventh Series, Amend City Code Chapter 11, Land Use Regulations** [Introduced 10/16/17] – Councilmember Knafla moved for the adoption of Ordinance No. 2, Seventh Series, an Ordinance Amending City Code Chapter 11, entitled “Land Use Regulations, Zoning”; by Amending Sections 11.02, entitled “Definitions”; 11.05 entitled “Zoning Districts and Map; 11.07 entitled “Special Provisions”; adding 11.11 entitled “Communication Towers”; and 11.30 entitled “Wind Energy Conversion Systems”; incorporating all of the amendments from the public hearings held on October 9, 2017. Councilmember Hircock seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Gosiak, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Abstention: Lundberg. Council President Hanfler then declared said Ordinance No. 2 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

b. **Ordinance No. 2A, Seventh Series, Summary Publication of Ordinance No. 2, Land Use Regulations** [Introduced 10/16/17] – Councilmember Liljegren moved for the adoption of Ordinance No. 2A, Seventh Series, an Ordinance Authorizing the Summary Publication of Ordinance No. 2, Seventh Series, an Ordinance Amending City Code Chapter 11, entitled “Land Use Regulations, Zoning”; by Amending Sections 11.02, entitled “Definitions”; 11.05 entitled “Zoning Districts and Map; 11.07 entitled “Special Provisions”; adding 11.11 entitled “Communication Towers”; and 11.30 entitled “Wind Energy Conversion Systems”; incorporating all of the amendments from the public hearings held on October 9, 2017. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, Hanson, and Hircock. Nays: none. Council President Hanfler then declared said Ordinance No. 2A to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

c. **Summarized Conclusions of Performance Evaluation, City Administrator Radermacher** – Mayor Zylka summarized the closed City Council meeting of October 30, 2017, pursuant to Minnesota Statute 13D.05, Subdivision 3[a], to discuss City Administrator Radermacher’s performance evaluation, the conclusion of which were his score was 4.35 of a total of 5, and his strengths being: 1) fiscal management, [i.e. budgeting and planning for future expenses; 2) policy execution, [e.g. professional skills; understanding policies, ordinances and statutes, and involved in many statewide organizations]; and 3) community [e.g. dedicated service to the community]. Motion was made by Councilmember Hircock, seconded by Councilmember Knafla to affirm the conclusions as presented by Mayor Zylka on City Administrator Radermacher’s performance evaluation. Ayes: Hircock, Gosiak, Lundberg Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

9. **NEW BUSINESS**

a. **Drainage and Utility Easement, Independent School District 482, Belle Prairie Athletic Field** – Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to accept a Drainage and Utility Easement from Independent School District 482 for their property known as Belle Prairie Athletic Field. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

b. **Land Lease Termination, Ronald Bieganeck** – Motion was made by Councilmember Hircock, seconded by Councilmember Lundberg to authorize the execution of a Land Lease Termination Agreement with Ronald Bieganeck for property located in Block 8, Mississippi Addition. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

c. **Land Lease Agreement, Alan Van and Betty Lou Brickey** – Motion was made by Mayor Zylka, seconded by Councilmember Gosiak to approve a Land Lease Agreement for property located in Block 8, Mississippi Addition with Alan Van and Betty Lou Brickey. Ayes: none. Nays: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Motion failed.

d. **Trunk Highway 27 Memorial Bridge Crossing Report** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to accept the Trunk Highway 27 Memorial Bridge Crossing Report submitted by Short Elliot Hendrickson dated October 26, 2017. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

e. **Resolution 2017-71, Declare Certain Property Surplus** – Councilmember Liljegren introduced and moved for the adoption of Resolution 2017-71, a Resolution Declaring Certain Property Surplus and Authorizing the Sale Thereof, [2000 Ford F250]. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, Hanson, and Hircock. Nays: none. Council President Hanfler then declared said Resolution 2017-71 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

f. **Support of Election Grant Application, Morrison County** – Motion was made by Councilmember Hircock, seconded by Councilmember Hanson to authorize a letter of support to Morrison County for their grant application to purchase election equipment. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

g. **Wastewater Treatment Facility Improvements, Minnesota Public Facilities, Water Infrastructure Funding Application** – Motion was made by Councilmember Hircock, seconded by Councilmember Lundberg to authorize the submittal a Water Infrastructure Funding grant application to the Minnesota Public Facilities Authority for the purposed Wastewater Treatment facility improvements. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

10. CITY COUNCIL REPORTS ON CITY AUTHORITIES, BOARDS, COMMITTEES, AND COMMISSIONS

11. ANNOUNCEMENTS

a. Mayor Zylka reported that he attended the Region Five R5 Summit and the National Joint Power Alliance Conference in Staples; and will be attending the Coalition of Greater Minnesota Cities Conference in Alexandria.

b. Councilmember Hircock stated he had received an unsigned letter and that he would not act on such documents unless signed.

c. City Administrator Radermacher reviewed the conference he attended in San Antonio, TX, and that the costs slightly exceeded the \$1,500 allotment from NJPA. It was the consensus of the City Council to pay for the allowable expenses over \$1,500.

12. ADJOURNMENT

Council President Hanfler adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Wendy J. Zylka