

REGULAR CITY COUNCIL MEETING ~ OCTOBER 7, 2019

1. **CALL TO ORDER**

The regular City Council meeting of the City of Little Falls was called to order by Council President Hircock on Monday, October 7, 2019, at 7:30 p.m. in the City Council Chambers at City Hall. Councilmembers Knafla, Liljegren, Lundberg, Storlie, Hanson, Council President Hircock, and Mayor Zylka were present. Councilmember Gosiak was absent. It was determined there was a quorum.

2. **APPROVAL OF AGENDA**

Council President Hircock amended the agenda by adding item 6.m. Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to approve the agenda of October 7, 2019, as amended. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

3. **APPROVAL OF MINUTES**

Motion was made by Councilmember Knafla, seconded by Councilmember Liljegren to approve the City Council minutes of the special work session meeting of September 16, 2019; and the regular meeting of September 16, 2019, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Storlie, seconded by Mayor Zylka to approve the bills totaling \$647,479.55 for check numbers 101355 through 101455. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

5. **AWARDS, DONATIONS, PRESENTATIONS AND PROCLAMATIONS**

6. **CONSENT AGENDA**

Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to take the following action on Consent Agenda items a. through m.:

- a. Received and placed on file the Animal Control report for September 2019; and
- b. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by St. Mary's Parish, 305 Southeast Fourth Street, to allow a raffle on their grounds on November 24, 2019, and further waived any waiting period; and
- c. Approved to the Minnesota Charitable Gambling Control Board, an Application to Conduct Off Site Gambling as requested by the Minnesota Fishing Museum, 304 West Broadway, to allow raffle and bingo from November 29, 2019, through December 8, 2019, on their grounds, and further waived any waiting period; and
- d. Received and placed on file the Building report for August 2019; and
- e. Received and placed on file the Economic Development Authority minutes of April and August 2019; and
- f. Received and placed on file the Fire report for September 2019; and
- g. Affirmed the mutual termination of the agreement with CHI for the community gardens at the Gamradt Park; and
- h. Approved/authorized an internship as requested by Chad Peterson at the Wastewater facility on October 21, 2019, under Policy No. 11, with no pay or benefits; and
- i. Approved the Parade Permit as requested by the West Side Improvement Association for their annual Santa Parade to be held on November 29, 2019, beginning at 6:00 p.m., with the route as presented, contingent upon the appropriate paperwork and insurance being received, approval is granted by the Police Chief and the Minnesota Department of Transportation, and they clean up the after the event; and
- j. Received and placed on file the Planning Commission minutes for September 2019; and
- k. Received and placed on file the Recycling report for July 2019; and
- l. Received and placed on file the Water report for September 2019; and
- m. Approved the 2:00 a.m. On Sale Liquor License renewal application as submitted by Rustic Saloon, 114 Southeast Fourth Street, contingent upon approval by the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Public Hearings**

1. **Wellhead Protection Plan, Amendment II** – Council President Hircock opened a scheduled public hearing at 7:35 p.m. on the proposed Amendment II of the Wellhead Protection Plan. Public Works Director/Engineer Kimman and Interim Water Superintendent Heinen reviewed the proposal. Asking questions: Robin Hensel, 807 Southeast First Street. Council President Hircock closed the public hearing at 7:45 p.m. Motion was made by Councilmember Lundberg, seconded by Mayor Zylka to approve the Wellhead Protection Plan, Amendment II, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

b. **Lettings**

1. **Banking, City Funds, Pine Country Bank** – Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to accept the recommendation of staff and continue the City's banking relationship with Pine Country Bank for a minimum of four years. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie and Hanson. Nays: none. Motion carried.

2. **Fall Leaf and Brush Collection, Bob LeMieur Rolloffs and Refuse** – Motion was made by Councilmember Liljegren, seconded by Councilmember Hanson to award the low quotation received of \$4,150 from Bob LeMieur Rolloffs and Refuse, Little Falls, for the leaf and brush collection, to be charged to the SCORE Grant, and held on October 26, 2019, rain/snow or shine, leaving the bags. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

3. **Snow Removal Contract, Robert LeMieur Snow Service Inc.** – Motion was made by Councilmember Knafla, seconded by Mayor Zylka to approve the Snow Removal Contract Agreement with Robert LeMieur Snow Service Inc., Little Falls, for snow removal services through October 30, 2022. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

4. **Architectural Proposal, Local Option Sales Tax, Contegrity Group Recommendation** – City Administrator Radermacher reviewed that Contegrity Group, our construction management company, reviewed and is recommending that the City Council work with Wold Architects and Engineers, St. Paul, to assist the City in visioning, planning and developing options for a new community center. Motion was made by Councilmember Lundberg, seconded by Councilmember Storlie to postpone this item until October 21, 2019, for further review. Council President Hircock requested a roll call vote; Ayes: Lundberg and Storlie. Nays: Knafla, Liljegren, Zylka, Hircock, and Hanson. Motion fails. Motion was then made by Mayor Zylka, seconded by Councilmember Knafla to accept the recommendation of Contegrity Group and approved working with Wold Architects and Engineers, St. Paul, at a cost of \$15,000 to be charged to the Equipment Fund. Council President Hircock called for a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Knafla. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Ordinance No. 20, Seventh Series, Grant Cable TV Franchise, Spectrum Mid-America, LLC** [Introduced 09/16/19] – Councilmember Storlie moved for the adoption of Ordinance No. 20, Seventh Series, an Ordinance Granting a Cable TV Franchise to Spectrum Mid-America, LLC, I/k/a Charter Communications, and the confirmation of Adjustments to Service to Public Buildings. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Storlie, Hanson, Knafla, and Liljegren. Nays: Gosiak [absent]. Council President Hircock then declared said Ordinance No. 20 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

b. **Ordinance No. 20A, Seventh Series, Summary Publication of Ordinance No. 20, Seventh Series, Cable TV Franchise** [Introduced 09/16/19] – Councilmember Knafla moved for the adoption of Ordinance No. 20A, Seventh Series, an Ordinance Authorizing the Summary Publication of Ordinance No. 20 Regarding Granting Cable TV Franchise. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes:

Zylka, Hircock, Storlie, Hanson, Knafla, Liljegren, and Lundberg. Nays: Gosiak [absent]. Council President Hircock then declared said Ordinance No. 20A to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

9. **NEW BUSINESS**

a. **Cook, Andrew Hiltunen, Golf Course** – Motion was made by Councilmember Lundberg, seconded by Mayor Zylka to accept the recommendation of the Golf Manager and ratify and confirm the hiring of Andrew Hiltunen as a cook at the Golf Course, effective September 30, 2019, at \$11.93 per hour. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

b. **Resolution 2019-64, Declare Hazardous Buildings, Minnesota Statute 463, 802 Northeast Fourth Street** – Councilmember Hanson introduced and moved for the adoption of Resolution 2019-64, a Resolution Declaring Hazardous Buildings and Ordering the Removal at the Property Located at 802 Northeast Fourth Street. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Storlie, Hanson, Knafla, Liljegren, Lundberg, and Zylka. Nays: Gosiak [absent]. Council President Hircock then declared said Resolution 2019-64 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

c. **Health Insurance Renewal Plan** – Motion was made by Councilmember Lundberg, seconded by Councilmember Storlie to approve the renewal of the City's group pool membership with Sourcewell to change to the Smart Plan No. 3, HPAI National ONE Empower HSA. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

d. **Petition , Surface and Utility Improvements, Sunrise Addition 3, Thomes and Corrow** – Motion was made by Councilmember Lundberg, seconded by Councilmember Storlie to receive a petition requesting the installation of surface and/or utility improvements within the new Sunrise Addition 3, instructed staff to verify signatures, and further forward to the Public Works Director/Engineer for review and a recommendation. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

e. **Application for Deferral of Special Assessments for Developers, Michael Corrow and Gerald Thomes** – Motion was made by Councilmember Hanson, seconded by Councilmember Liljegren to approve the application for Deferral of Special Assessment for Developers as requested by Michael Corrow and Gerald Thomes under City Policy No. 12. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

f. **Predemolition Hazardous Materials Survey, Landmark Environmental, Former CentraSota/City Property** – Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to ratify and confirm the Proposal to Conduct a Predemolition Hazardous Building Materials Survey of Six Buildings at the former CentraSota/City property at a cost of \$6,900, to be charged to the project. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

g. **Planning Commission Recommendation, Resolution 2019-62, Variance Ric Company/Little Falls Machine** – Motion was made by Councilmember Knafla to accept the recommendation of the Planning Commission, and introduced and moved for adoption of Resolution 2019-62, a Resolution Adopting the Findings of Fact and Reasons for Approval for Variance Application as Requested by Little Falls Machine Inc. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Hanson, Knafla, Liljegren, Lundberg, Zylka and Hircock. Nays: Storlie and Gosiak [absent]. Council President Hircock then declared said Resolution 2019-62 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

h. **Utility Technician, Position Description and Points, International Union of Operating Engineers, Local 49, Post/Advertise** – Motion was made by Councilmember Storlie, seconded by Mayor Zylka to approve the position application and assignment of 220 points for Grade 5 to the Utility Technician position and authorized the posting within the

International Union of Operating Engineers, Local 49, and should no one apply or be qualified, further open it to the general public. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

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

11. ANNOUNCEMENTS

a. Council President Hircock announced there will be two public hearings held by the Planning Commission on Monday, October 14, 2019, beginning at 6:30 p.m. in the Council Chambers to consider: 1] variance for garage and driveway at 514 Northeast Third Street requested by Vertin Holdings LLC; and 2] consolidated preliminary and final plat, Outlot A, Sunrise Addition, requested by J & M Development.

b. Councilmember Storlie and City Administrator Radermacher reviewed an upcoming Our Town grant visioning meeting they will be attending.

12. ADJOURNMENT

Council President Hircock recessed the meeting at 8:37 p.m. to go into a scheduled closed meeting.

Motion was made by Councilmember Lundberg, seconded by Councilmember Storlie to close the meeting at 8:42 p.m. pursuant to Minnesota Statute 13D.05 [3][a] to discuss the City Administrator' performance evaluation. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

Motion was made by Councilmember Hanson, seconded by Councilmember Knafla to reopen the meeting at 9:10 p.m. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Motion carried.

Council President Hircock adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Wendy J. Zylka