

REGULAR CITY COUNCIL MEETING ~ OCTOBER 21, 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 21, 2019, at 7:30 p.m. in the City Council Chambers at City Hall. Councilmembers Knafla, Liljegren, Lundberg, Storlie, Hanson, Gosiak, Council President Hircock and Mayor Zylka were present. It was determined there was a quorum.

2. APPROVAL OF AGENDA

Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to approve the agenda of October 21, 2019, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. APPROVAL OF MINUTES

Motion was made by Councilmember Knafla, seconded by Councilmember Storlie to approve the City Council minutes of the special work session meeting of October 7 2019, as amended; and the regular meeting of October 7, 2019, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Abstention: Gosiak. Motion carried.

4. APPROVAL OF BILLS

Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to approve the bills totaling \$1,192,720.19 for check numbers 101456 through 101552. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

5. AWARDS, DONATIONS, PRESENTATIONS AND PROCLAMATIONS

6. CONSENT AGENDA

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

a. Approved the 2:00 a.m. On Sale Liquor License renewal request from CMC Holdings LLC, dba Beer Belly's Bar and Grill, 118 Southeast First Street, contingent upon the appropriate paperwork, insurance and fees being provided, approval is granted by the Police Chief and the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division; and

b. Received and placed on file the Building report for September 2019; and

c. Received and placed on file the Great River TV Channel 180 report; and

d. Received and placed on file the Heritage Preservation Commission's Certified Local Government Annual Report for Fiscal Year 2018/2019; and

e. Received and placed on file the Heritage Preservation Commission minutes of October 2019; and

f. Received and placed on file the Housing and Redevelopment Authority minutes of September 2019; and

g. Received and placed on file the Investment Recap dated September 30, 2019; and

h. Received and placed on file the Morrison County Attorney's Prosecution report for July and August 2019; and

i. Received and placed on file the Public Works report for September 2019; and

j. Received and placed on file the Wastewater report for September 2019; and

k. Received and placed on file the Zoning Administrator's report for October 2019.

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

7. PUBLIC HEARINGS AND LETTINGS

a. Public Hearing

1. **Consolidated Preliminary and Final Plat, Sunrise Addition 2** [continuation from October 13, 2019, Planning Commission meeting] – Council President Hircock reopened a public hearing at 7:35 p.m. continued from the Planning Commission meeting of October

14, 2019, to consider a request to approve a consolidated preliminary and final plat for Sunrise Addition 2. Public Works Director/Engineer Kimman presented the affidavit of publication and reviewed the proposal along with developers Gerald Thomes and Michael Corrow. No comments received. Council President Hircock closed the public hearing at 7:37 p.m. Motion was made by Councilmember Gosiak, seconded by Mayor Zylka to accept the recommendation of the Planning Commission and approved the consolidated preliminary and final plat of Sunrise Addition 2 as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Lettings**

1. **Airport Commission Recommendation/KLJ Engineering, Reconstruct Hangar Taxilanes and Apron, LinnCo** – Motion was made by Councilmember Hanson, seconded by Councilmember Knafla to accept the recommendation of the Airport Commission and engineer KLJ, and ratified and confirmed the low bid of \$374,519 from LinnCo Inc., Sauk Rapids, for the taxilane and apron reconstruction project at the Little Falls/Morrison County Airport, to be charged to the Project. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Water Tower Rehabilitation, Short Elliott Hendrickson, Inc.** – Motion was made by Councilmember Gosiak, seconded by Councilmember Liljegren to award the low quotation of \$85,160 from Short Elliott Hendrickson, Inc., St. Paul, to provide engineering services for the west elevated water tower rehabilitation project only, to be charged to the Water Improvement Fund. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Amend Motion of September 16, 2019, Motor Grader, Public Works Department**
Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to amend the motion of September 16, 2019, to include the added equipment costs of \$5,400 and accept the trade-in of \$54,500 for the 1995 Caterpillar 160H with 6,900 hours, to authorize the purchase of a 2019 Caterpillar 140 motor grader at \$231,675 from Ziegler, Inc., Brainerd, to be charged to the Equipment Fund. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Predemolition Hazardous Materials Survey, Landmark Environmental** – Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to receive and place on file the Predemolition Hazardous Materials Survey completed and submitted by Landmark Environmental dated October 11, 2019, on the former CentraSota and City properties near the 200-400 blocks of Fifth and Sixth Streets Northeast. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Resolution 2019-66, Accept Petition and Order Feasibility Report, Public Improvement 386, Sunrise Addition 3** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2019-66, a Resolution Accepting a Petition and Ordering a Feasibility Report for Proposed Surface and/or Utility Improvements within the new Sunrise Addition 3. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Council President Hircock then declared said Resolution 2019-66 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

9. **NEW BUSINESS**

a. **Memorandum of Understanding, American Federation of State, County and Municipal Employees, Vacation** – Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to approve the Memorandum of Understanding with the American Federation of State, County and Municipal Employees regarding Vacation Accrual for Douglas Stewart. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Internship, Wastewater Facility**

1. **Wastewater Intern Position Description, Points** – Motion was made by Councilmember Lundberg, seconded by Councilmember Hanson to approve the position

description for the Intern Wastewater Operator at the assigned points of 125 in Pay Grade 3 at \$11.93 per hour. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Internship Reimbursement Agreement, Sourcewell, Chad Peterson** – Motion was made by Councilmember Knafla, seconded by Councilmember Storlie to authorize the execution of an Internship Reimbursement Agreement with Sourcewell and Chad Peterson for reimbursement of wages for Chad Peterson as a part of an internship program at the Wastewater Facility. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Resignation of Trace Swanson, Patrol Officer, Post Position, Police Department** – Motion was made by Councilmember Storlie, seconded by Mayor Zylka to accept the resignation of Trace Swanson, effective December 13, 2019, as a Patrol Officer within the Police Department, thanked him for this service, wished him well in his career pursuits; and further authorized the posting of the position pursuant to our policy. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **ArchiveSocial, Inc., Archive City Social Media** – Motion was made by Councilmember Storlie, seconded by Mayor Zylka to authorize the execution of an Enterprise Software License Agreement with ArchiveSocial, Inc., Durham, NC, to capture and archive the City's records of online social media communications, at a cost of \$398 for 2019, and \$2,388 for 2020, to be charged to the appropriate departments budget. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

e. **Artists on Main Street Grant Application Participation, Preservation Alliance of Minnesota** – Motion was made by Councilmember Storlie, seconded by Councilmember Knafla to authorize the participation/application to the Preservation Alliance of Minnesota's Artists on Main Street Program with Great River Arts. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, and Hanson. Nays: Lundberg and Gosiak. Nays: none. Motion carried.

f. **Planning Commission Recommendation, Resolution 2019-67, Vertin Holdings LLC, Variance, Garage** – Motion was made by Councilmember Hanson to accept the recommendation of the Planning Commission and introduced and moved for the adoption of Resolution 2019-67, a Resolution Adopting the Findings of Fact and Reasons for Approval of the Variance Application of Vertin Holdings LLC for property located at 514 Northeast Fourth Street. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak, and Knafla. Nays: none. Council President Hircock then declared said Resolution 2019-67 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

g. **Resolution 2019-61, Certify Delinquent Accounts, Collection by Morrison County** – Councilmember Storlie introduced and moved for the adoption of Resolution 2019-61, a Resolution Certifying Certain Delinquent Accounts to Morrison County for Collection on Property Taxes. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, and Liljegren. Nays: none. Council President Hircock then declared said Resolution 2019-61 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

h. **Resolution 2019-63, Write Off Certain Delinquent Accounts** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2019-63, a Resolution Writing Off Certain Delinquent Accounts Unable to be Collected. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, Liljegren, and Lundberg. Nays: none. Council President Hircock then declared said Resolution 2019-63 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

i. **Resolution 2019-65, Declare Certain Property Surplus and Authorize Disposal Thereof** – Councilmember Knafla introduced and moved for the adoption of Resolution 2019-65, a Resolution Declaring Certain Property Surplus and Authorizing the Disposal Of

[property removed from 407 Northwest Eighth Street]. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Storlie, Hanson, Gosiak, Knafla, Liljegren, Lundberg, and Zylka. Nays: none. Council President Hircock then declared said Resolution 2019-65 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

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

11. ANNOUNCEMENTS

a. Payroll Administrator/Benefits Coordinator Payne announced the Health and Wellness Fair for employees and their families to be held on November 6, 2019, at City Hall.

b. Mayor Zylka announced the Highway 27 West Ribbon Cutting to be held on October 22, 2019, at 11:00 a.m. near the intersection of Trunk Highway 27 West and Lindbergh Drive.

c. Police Chief Schirmers announced that the signage within the City parking lot abutting the Police Departments is for "safe exchange".

12. ADJOURNMENT

Council President Hircock recessed the meeting at 8:29 p.m. to go into a scheduled closed meeting.

Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to close the meeting at 8:29 p.m. pursuant to Minnesota Statute 13D.05 [3][a] to discuss the City Administrator' performance evaluation. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Motion was made by Councilmember Knafla, seconded by Councilmember Storlie to reopen the meeting at 10:02 p.m. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Council President Hircock adjourned the meeting at 10:03 p.m.

Respectfully submitted,

Wendy J. Zylka