

REGULAR CITY COUNCIL MEETING ~ NOVEMBER 18, 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, November 18, 2019, at 7:30 p.m. in the City Council Chambers at City Hall. Councilmembers Knafla, Liljegren, Storlie, Hanson, Gosiak, Council President Hircock, and Mayor Zylka were present. Councilmember Lundberg was absent. It was determined there was a quorum.

2. **APPROVAL OF AGENDA**

Motion was made by Councilmember Gosiak, seconded by Councilmember Storlie to approve the agenda of November 18, 2019, as presented. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. 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 November 4, 2019; and the regular meeting of November 4, 2019, as presented. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to approve the bills totaling \$608,923.86 for check numbers 101628 through 101708. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

a. **Donation**

1. **Resolution 2019-68, Accept Donations, Third Quarter 2019** – Councilmember Hanson introduced and moved for the adoption of Resolution 2019-68, a Resolution Accepting Donations for the Third Quarter 2019. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: Lundberg [absent]. Council President Hircock then declared said Resolution 2019-68 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

6. **CONSENT AGENDA**

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

- a. Received and placed on file the Animal Control report for October 2019; and
- b. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by Knights of Columbus Council 1804 to allow for a raffle at Holy Family Catholic Church, 18777 Riverwood, and waive any waiting period; and
- c. Received and placed on file the Fire report for October 2019; and
- d. Received and placed on file the Heritage Preservation Commission minutes for November 2019; and
- e. Received and placed on file the Morrison County Attorney's Prosecution report for September and October 2019; and
- f. Received and placed on file the Police report for October 2019; and
- g. Received and placed on file the Recycling report for August 2019; and
- h. Received and placed on file the Wastewater report for October 2019; and
- i. Received and placed on file the Water report for October 2019.

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

7. **PUBLIC HEARINGS AND LETTINGS**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

a. **Retirement, Dale Branchaud, Assistant Golf Superintendent** – Motion was made by Councilmember Storlie, seconded by Councilmember Knafla to accept the letter of retirement from Dale Branchaud as the Assistant Golf Superintendent at the Golf Course,

effective December 31, 2019, thanked him for his over 30 years of dedicated service to the City; and further wished him well in his retirement. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Resignation, Kathryn White, Utility Billing Clerk** – Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to accept Kathryn White's letter of resignation as the Utility Billing Clerk, effective December 10, 2019, thanked her for her over 14 years of dedicated service to the City; and further wished her well in her future endeavors. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Summarized Conclusions, Performance Evaluation, City Administrator Radermacher** – Mayor Zylka reviewed that on October 7 and 21, 2019, the City Council held two meetings pursuant to Minnesota Statute 13D.05, Subdivision 3, to evaluate the performance of City Administrator Jon Radermacher. As Mr. Radermacher did not request that the meeting be open to the public, the meetings were closed under the Minnesota Opening Meeting Law. The summary conclusions reached by the City Council from those meetings are: Jon Radermacher has met and exceeded expectations as City Administrator in the areas of fiscal management and public relations; and Mr. Radermacher needs to focus on culture and communication. In conclusion, the City Council appreciates Jon Radermacher's service and dedication to the City, looks forward to continuing its employment relationship with Mr. Radermacher and working towards the betterment of the Little Falls community. Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to affirm Mayor Zylka's summary of conclusions of Jon Radermacher's performance evaluation. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **ExecuTime Software and License Agreement, Tyler Technologies** – Motion was made by Councilmember Hanson, seconded by Mayor Zylka to authorize the addition of ExecuTime software by accepting and authorizing the execution of the License and Services Agreement with Tyler Technologies to streamline and automate attendance and time procedures online, to be charged to the appropriate departments. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

e. **Ordinance No. 21, Seventh Series, Amending City Code Chapter 4, Section 4.20, K., Critical Water Deficiency** – Councilmember Gosiak introduced Ordinance No. 21, Seventh Series, an Ordinance Establishing Procedures for Critical Water Deficiency as declared by the Governor.

f. **Park, Recreation and Tree Board, Signage, Mississippi Headwater's Board** – Public Works Director/Engineer Kimman reviewed that the Park, Recreation and Tree Board did not have a quorum present at their meeting and therefore do not have a recommendation regarding the request from the Mississippi Headwaters Board. Motion was made by Councilmember Knafla, seconded by Councilmember Liljegren to receive the donation of the portage signage from the Mississippi Headwaters Board, and further authorized the placement in Maple Island Park. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

g. **Planning and Zoning Administration Services, Sourcewell** – Motion was made by Councilmember Hanson, seconded by Councilmember Liljegren to accept staff's recommendation and approved the proposal from Sourcewell, Staples, for Planning and Zoning Administration Services, effective January 1, 2020; and further instructed staff to provide notice to end the contract services with Hometown Planning, Alexandria, effective December 31, 2019. Ayes: Knafla, Liljegren, Hircock, Storlie, and Hanson. Nays: Gosiak. Abstention: Zylka. Motion carried.

h. **Resolution 2019-69, Designate Polling Places, 2020 Elections** – Councilmember Storlie introduced and moved for the adoption of Resolution 2019-69, a Resolution Establishing the Unchanged Wards and Polling Places for all Elections in 2020. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Zylka, Hircock, Storlie, Hanson, Gosiak, and Knafla. Nays: Lundberg [absent]. Council President Hircock then declared said Resolution 2019-69 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

i. **Resolution 2019-70, Designate Election Administrator, 2020 Elections** –

Councilmember Knafla introduced and moved for the adoption of Resolution 2019-60, a Resolution Designating the City Clerk as the Election Administrator, and the Finance Officer as the Assistant Election Administrator for the 2020 Elections. Ayes: Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla; and Liljegren. Nays: Lundberg. Council President Hircock then declared said Resolution 2019-70 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

j. **Water Tower Rehabilitation Agreement, Short Elliott Hendrickson, Telecoms** – Motion

was made by Councilmember Storlie, seconded by Councilmember Hanson to approve the Agreement for Professional Services with Short Elliott Hendrickson Inc., St. Paul, regarding the telecoms for the Water Tower Rehabilitation Agreement, at a cost not to exceed \$6,000 per tenant, to be charged to the Project. Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

11. **ANNOUNCEMENTS**

Mayor Zylka reviewed the recent Coalition of Greater Minnesota Cities fall conference he attended in Alexandria.

12. **ADJOURNMENT**

Council President Hircock adjourned the meeting at 8:23 p.m.

Respectfully submitted,

Wendy J. Zylka