

**REGULAR CITY COUNCIL MEETING ~ APRIL 6, 2020**

**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, April 6, 2020, at 7:30 p.m. via Zoom video conference under Minnesota Statute 13D.021, due to the Covid-19 health pandemic. On a roll call, the following were present: Councilmembers Knafla, Liljegren, Lundberg, Storlie, Hanson, Gosiak, Council President Hircock and Mayor Zylka. It was determined there was a quorum.

**2. APPROVAL OF AGENDA**

Council President Hircock amended the agenda by adding item 9.d. Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to approve the agenda of April 6, 2020, as amended. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**3. APPROVAL OF MINUTES**

Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to approve the City Council minutes of the special work session meeting of March 16, 2020, as amended; the regular meeting of March 16, 2020, and the emergency meeting of March 25, 2020, as presented. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**4. APPROVAL OF BILLS**

Motion was made by Councilmember Knafla, seconded by Councilmember Storlie to approve the bills totaling \$317,959.05 for check numbers 102337 through 102411. On a roll call vote; 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 l.:

- a. Received and placed on file the Building report for March 2020; and
- b. Received and placed on file the Consumer Confidence Report for 2019, aka Annual Drinking Water report; and
- c. Approved Deferral of Special Assessment 2020A for Public Improvement 375; and
- d. Approved an Application for Display of Fireworks License as requested by Pyrotechnic Display Inc. and Dam Festival Organization Inc. for the annual Dam Festival to be held on June 20, 2020, from Mill Park, contingent upon the paperwork and insurance being provided listing the City of Little Falls as additional insured, approval is granted by the Fire and Police Chiefs, and they clean up after the event; and
- e. Received and placed on file the Heritage Preservation Commission minutes of March 2020; and
- f. Received and placed on file the Housing and Redevelopment Authority minutes of March 2020; and
- g. Received and placed on file the Morrison County Attorney's Prosecution report for January and February 2020; and
- h. Received and placed on file the Police report for February 2020; and
- i. Received and placed on file the Public Works report for February 2020; and
- j. Accepted the recommendation of the Golf Manager and the Human Resources Director and appointed the following returning Seasonal Summer Employees at the Golf Course effective April 7, 2020, at the Pay Grade, Step and hourly wage listed: Sherry Johnson, Clubhouse Supervisor, Grade 8 Step 1 \$19.49; Julie Slettom, Cook, Grade 4, Step 5 \$14.55; Linda Tretter, Cook, Grade 4, Step 2 \$13.61; Michael Casillas, Ethan Ballou and Thomas Riitters, Groundskeepers, Grade 2 Step 3 \$11.50; Brian Lindquist, Groundskeeper, Grade 2, Step 2 \$11.25; and Marcus Roman, Groundskeeper, Grade 2, Step 1, \$11.00; and
- k. Approved a Parade/Special Events Permit as requested by David Sperstad to allow the Dam2Dam Bike Ride on June 20, 2019, as a part of Dam Festival, 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 after the event; and

- I. Received and placed on file the Water reports for March 2020.

On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 7. **PUBLIC HEARINGS AND LETTINGS**

### a. **Public Hearing**

1. **Resolution 2020-26, Adopt Final Assessment Roll, Public Improvement 375** – Council President Hircock opened a scheduled public hearing at 7:36 p.m. to consider the adoption of Resolution 2020-26, a Resolution Adopting the Final Assessment Roll for Public Improvement 375, Surface and/or Utility Improvement on Trunk Highway 27 and Trunk Highway 27 Adjacent Roadways. Public Works Director/Engineer Kimman presented the affidavit of publication and reviewed the proposed assessments. Motion was then made by Councilmember Lundberg, seconded by Councilmember Gosiak to postpone the public hearing due to the current Covid-19 health pandemic stay-at-home order, until June 1, 2020. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

### b. **Lettings**

1. **Leaf and Brush Collection, City Sanitary Services Inc.** – Motion was made by Councilmember Hanson, seconded by Councilmember Knafla to award the low quotation of \$4,099 from City Sanitary Services Inc., Little Falls, for the leaf and brush collection to be held on May 9, 2020, rain, snow or shine, with the hauler leaving the bags, to be charged to the SCORE Grant. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Ricoh MP Plotter, Metro Sales, Inc., Public Works/Engineering** – Motion was made by Councilmember Gosiak, seconded by Councilmember Storlie to ratify and confirm the quotation of \$8,650, includes delivery, setup and training, from Metro Sales, Inc., St. Cloud, for a Ricoh CW 2201SP plotter for the Public Works/Engineering Department, to be charged to the Equipment Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Trimble T7 Tablet Survey Controller, Frontier Precision, Public Works/Engineering** – Motion was made by Councilmember Knafla, seconded by Councilmember Lundberg to ratify and confirm the quotation of \$6,069.60 plus shipping from Frontier Precision, Waite Park, for a new Trimble T7 tablet survey controller and related accessories for the Public Works/Engineering Department, to be charged to Equipment Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 8. **OLD BUSINESS**

- a. **Amend ExecuTime Software and License Agreement, Tyler Technologies** – Motion was made by Councilmember Storlie, seconded by Mayor Zylka to approve the Amended ExecuTime Software and License Agreement with Tyler Technologies, Yarmouth, MA, for the online time and attendance system, to be charged to the Equipment Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 9. **NEW BUSINESS**

### a. **Airport Commission Recommendations**

1. **Resolution 2020-27, Airport Improvement Grant Agreement, Minnesota Department of Transportation, Office of Aeronautics** – Motion was made by Councilmember Hanson to accept the recommendation of the Airport Commission and introduced and moved for the adoption of Resolution 2020-27, a Resolution Authorizing the Execution of Grant Agreement 1036589 with the Minnesota Department of Transportation, Office of Aeronautics, for Airport Improvements, [Fuel Dispenser Replacement]. Councilmember Knafla 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 2020-27 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

2. **Fuel Dispenser Replacement, O'Day Equipment LLC** – Motion was made by Councilmember Knafla, seconded by Councilmember Hanson to accept the recommendation of the Airport Commission and awarded the quotation of \$29,703.35 from O'Day Equipment LLC, Elk River, to replace the fuel dispenser with a Gilbarco Encore 700-NP3 UltraHi Master Dispenser and related equipment at the Little Falls/Morrison County Airport, to be charged to the Airport Improvement Fund and reimbursed by the Grant. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Task Order 7, Additional Work, Crosswind Runway, KLJ Engineering** – Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to accept the recommendation of the Airport Commission and approved Task Order 7 in the amount of \$13,042.97 for the additional work on the crosswind runway to include a turn-around on the south end, with KLJ Engineering, Fargo, ND, to be charged to the Project. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **License Agreement, ZEF Energy, Electric Vehicle Charging Station** – Motion was made by Councilmember Lundberg, seconded by Councilmember Gosiak to postpone action on the License Agreement with ZEF Energy for the placement of an electric charging station within Maple Island Park, until April 20, 2020, for further review by the City Attorney. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Temporary Covid-19 Actions** – Motion was made by Councilmember Storlie, seconded by Councilmember Knafla to accept the recommendations of staff and approved and/or authorized the following: 1] apply no penalties on utility bills due April 5 and May 5, 2020; 2] no disconnection of water services due to delinquency in March, April and May 2020; 3] remit 1/2 of the annual contributions to the Friends of Pine Grove Zoo, Morrison County Animal Humane Society and Senior Citizens Inc.; 4] defer the principal and interest payments on Heritage Preservation Commission, Housing and Redevelopment Authority and Small Cities Development Program loans for three months [April, May and June 2020]; and 5] suspend the April, May and June 2020 rent payments of the Little Falls Convention and Visitors Bureau for the Rosenmeier home. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Resolution 2020-28, Loan Modifications** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2020-28, a Resolution Approving Loan Modifications of Heritage Preservation Commission, Housing and Redevelopment Authority and Small Cities Development Loans, [due to financial distress through no fault of their own as a result of the economic disruption caused by Covid-19 pandemic]. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, and Liljegren. Nays: none. Abstention: Lundberg. Council President Hircock then declared said Resolution 2020-28 to have received the majority 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**

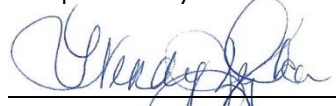
a. Mayor Zylka reported that the Economic Development Authority is working with small businesses during this health pandemic.

## **11. ANNOUNCEMENTS**

## **12. ADJOURNMENT**

Council President Hircock adjourned the meeting at 8:04 p.m.

Respectfully submitted,



---

Wendy J. Zylka