

**REGULAR CITY COUNCIL MEETING ~ SEPTEMBER 8, 2020**

**1. CALL TO ORDER**

The regular City Council meeting of the City of Little Falls was called to order by Council Vice President Knafla on Tuesday, September 8, 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 Councilmembers Liljegren, Lundberg, Storlie, Hanson, Gosiak, Council Vice President Knafla, and Mayor Zylka were present. Council President Hircock was absent. It was determined there was a quorum.

**2. APPROVAL OF AGENDA**

Council Vice President Knafla amended the agenda by adding item 9.i. Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to approve the agenda of September 8, 2020, as amended. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, 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 meeting of August 14, 2020; the special work session meeting of August 17, 2020; the regular meeting of August 17, 2020; the closed meeting of August 17, 2020; the special meeting of August 31, 2020; the special closed meeting of August 31, 2020; and the special budget work session meeting of August 31, 2020; all as presented. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, 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 \$1,185,505.84 for check numbers 103242 through 103347. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

**a. Presentations**

1. **Oath of Office, Samuel Catlin** – Mayor Zylka gave the oath of office to Patrol Officer Samuel Catlin.

**b. Award**

1. **Minnesota Department of Natural Resources, Volunteer Fire Assistance Matching Grant, Fire Department** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to accept the Volunteer Fire Assistance Matching Grant from the Minnesota Department of Natural Resources for the Fire Department to purchase structural turnout gear. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**6. CONSENT AGENDA**

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

- a. Received and placed on file the Airport Commission minutes of June 2020; and
- b. Received and placed on file the Building report for June through August 2020; and
- c. Received and placed on file the Economic Development Authority minutes for August 2020; and
- d. Received and placed on file the Fire report for July 2020; and
- e. Received and placed on file the Public Works report July 2020; and
- f. Received and placed on file the Water report for August 2020.

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

**7. PUBLIC HEARINGS AND LETTINGS**

**a. Lettings**

1. **Construction Observation, Thirteenth Avenue Northeast, Bolton & Menk** – Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to award the low quotation \$115 per hour from Bolton & Menk, Baxter, for the construction observation of Thirteenth Avenue Northeast, at approximately two days per week for an

estimated four weeks, to be charged to the Permanent Improvement Revolving Fund and reimbursed by our State Aid Funds. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Telecommunication Coordination, Water Tower, Short Elliott Hendrickson** – Motion was made by Councilmember Gosiak, seconded by Councilmember Liljegren to approve a Supplemental Letter of Agreement with Short Elliott Hendrickson, St. Paul, for the review and inspection of the telecommunication updates to the Westside water tower at a cost not to exceed \$8,950, to be charged the Water Improvement Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Recycling Bins, Schafer Systems International Inc.** – Motion was made by Councilmember Lundberg, seconded by Councilmember Liljegren to award the low quotation of \$4,725 from Schafer Systems International Inc., Charlotte, NC, for 500 recycling bins, including City logo and freight, for one and two family residential properties, to be charged to the Garbage and Recycling Budget. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 8. **OLD BUSINESS**

a. **Summary of Conclusion, Performance Evaluation, City Administrator** – Mayor Zylka reviewed, that on August 17, 2020, the City Council evaluated the performance of City Administrator Jon Radermacher as an employee of the City. In accordance with the Minnesota Open Meeting Law, the City Council is required at the next open meeting to summarize the conclusions of the evaluation of the performance of Mr. Radermacher reached by the City Council at the meeting. The summary of the conclusions regarding the evaluation reached by the City Council as follows: City Administrator Radermacher's performance in approving on behalf of the City the purchase of a certain piece of equipment with City requirements. City Administrator Radermacher should be disciplined with an oral reprimand based on such performance, which action was taken through a duly approved motion in open session.

b. **Resolution 2020-61, Call for Public Hearing, Adopt Assessments, Nonpayment of Miscellaneous Accounts** – Councilmember Liljegren introduced and moved for the adoption of Resolution 2020-61, a Resolution Calling for a Public Hearing on the Adoption of the Assessments for the Nonpayment of Meter Replacements, Civil Fines and Abatement of Public Nuisances on Monday, October 5, 2020, at 7:30 p.m. via Zoom video conference. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: Hircock (absent). Council Vice President Knafla then declared said Resolution 2020-61 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. **Police Personnel**

1. **Accept Recommendation, Appoint John Ruby, Police Sergeant Investigator** – Motion was made by Mayor Zylka, seconded by Councilmember Gosiak to accept the recommendation of the Interview Committee and appointed John Ruby to the Police Sergeant Investigator position at Pay Grade 10, Step 7, effective September 8, 2020. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Post Police Sergeant Position** – Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to authorize the posting of the Police Sergeant position left vacant by John Ruby as required by the Labor Agreement of Law Enforcement Labor Services. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none.

3. **Accept Recommendation, Appoint Axel Lange, Patrol Officer** – Motion was made by Mayor Zylka, seconded by Councilmember Storlie to accept the recommendation of the Interview Committee and appointed Axel Lange to the Patrol Officer position at Pay Grade 8, Step 1, effective September 13, 2020. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Resolution 2020-57, Call for Public Hearing, Adopt Final Assessment Roll, Block 6, Country Club Addition** – Councilmember Hanson introduced and moved for the adoption of Resolution 2020-57, a Resolution Calling for a Public Hearing on the Adoption of the Final Assessment Roll for Public Improvement 551 for October 5, 2020, at 7:30 p.m. via Zoom video conference. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Storlie, Hanson, Gosiak, and Knafla. Nays: Hircock (absent). Council Vice President Knafla then declared said Resolution 2020-57 to have received the majority vote of the City Council and the same to have been passed, approved, and adopted.

c. **Resolution 2020-58, 2021 Proposed Levy** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2020-58, a Resolution Adopting the 2021 Proposed Levy. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Storlie, Hanson, Gosiak, Knafla, and Liljegren. Nays: Hircock (absent). Council Vice President Knafla then declared said Resolution 2020-58 to have received the majority vote of the City Council and the same to have been passed, approved, and adopted.

d. **Resolution 2020-59, 2021 Proposed Housing and Redevelopment Authority Levy** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2020-59, a Resolution Adopting the 2021 Proposed Levy. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Storlie, Hanson, Gosiak, Knafla, Liljegren, and Lundberg. Nays: Hircock (absent). Council Vice President Knafla then declared said Resolution 2020-59 to have received the majority vote of the City Council and the same to have been passed, approved, and adopted.

e. **Resolution 2020-60, 2021 Proposed Budget** – Councilmember Hanson introduced and moved for the adoption of Resolution 2020-60, a Resolution Adopting the 2021 Proposed Budget. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Storlie, Hanson, Gosiak, Knafla, Liljegren, Lundberg, and Zylka. Nays: Hircock (absent). Council Vice President Knafla then declared said Resolution 2020-60 to have received the majority vote of the City Council and the same to have been passed, approved, and adopted.

f. **Public Informational Meeting** – Motion was made by Councilmember Lundberg, seconded by Councilmember Gosiak to call for the public informational meeting on the proposed 2021 budget for Monday, December 7, 2020, at 7:30 p.m. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

g. **Resolution 2020-62, Coronavirus Aid Relief and Economic Security Act Funding** – Councilmember Storlie introduced and moved for the adoption of Resolution 2020-62, a Resolution Providing for the Expenditure and Use of the Coronavirus Aid Relief and Economic Security (CARES) Act Funding. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Hanson, Gosiak, Knafla, Liljegren, Lundberg, Zylka, and Storlie. Nays: Hircock (absent). Council Vice President Knafla then declared said Resolution 2020-62 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

h. **COVID-19 Actions/Consideration Updates** – Motion was made by Mayor Zylka, seconded by Councilmember Storlie to accept the recommendations of staff and approve/authorize the COVID-19 actions/measures as follows: 1) no penalties assessed on utility bills that were due June 5, July 5 and August 5, 2020, with penalties resuming on the bill due September 5, 2020; and 2) no disconnecting water service due to delinquency through December 31, 2020; and 3) utility accounts that are delinquent as of October 5, 2020, will be certified by the City Council to Morrison County for collection on property taxes payable 2021; 4) staff has sent letters to utility customers and landlords, giving them an opportunity to make payment arrangements on their utility/delinquent accounts; however, if no arrangements are made, delinquent accounts will be certified; and 5) suspend rent payments from the Little Falls Convention and Visitors Bureau through December 31, 2020; and 6) City staff has been and will continue to mow the Rosenmeier property through December 31, 2020; and 7) City staff will remove snow from the sidewalk abutting the street through December 31, 2020. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

i. **Weyerhaeuser House Roof Repair, Linden Hill** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to instruct staff to work with

the Friends of Linden Hill on a plan for the needed roof repairs to the Weyerhaeuser house and report back with a plan of action and costs. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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


11. **ANNOUNCEMENTS**

a. Councilmember Gosiak reviewed a meeting of the Camp Ripley Veteran State Trail.

12. **ADJOURNMENT**

Council Vice President Knafla adjourned the meeting at 9:07 p.m.

Respectfully submitted,

  
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Wendy J. Zylka