

REGULAR CITY COUNCIL MEETING ~ DECEMBER 7, 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, December 7, 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 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 Councilmember Liljegren, seconded by Councilmember Storlie to approve the agenda of December 7, 2020, as presented. 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 Hanson to approve the City Council minutes of the special work session meeting of November 16, 2020; the regular meeting of November 16, 2020; and the budget work session of November 30, 2020; all 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 Storlie, seconded by Councilmember Hanson to approve the bills totaling \$768,329.79 for check numbers 103848 through 103931. 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 Liljegren to take the following action on Consent Agenda items a. through m.:

a. Approved the 2021 annual licenses as presented contingent upon the appropriate paperwork, insurances and fees being provided, and approval is granted by the Fire and Police Chiefs, as necessary, all obligations to the City and all taxes, [i.e. property taxes, sales taxes, etc.], are current, and approval is granted by the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division, as appropriate; and

b. Received and placed on file the Animal Control report November 2020; and

c. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by the Knights of Columbus Council 1804 to hold a raffle at Holy Family Church, 18777 Riverwood, on March 14, 2021, and further waived any waiting period; and

d. Received and placed on file the Building report for October and November 2020; and

e. Received and acknowledged the City Attorney's fees for 2021; and

f. Received and placed on file the Economic Development Authority minutes of November 2020; and

g. Received and placed on file the Heritage Preservation Commission minutes of November 2020; and

h. Received and placed on file the Housing and Redevelopment Authority minutes for October 2020; and

i. Received and placed on file the Lead for Minnesota Fellow Report submitted by Phoebe Ward for November 2020; and

j. Received and placed on file the Morrison County Attorney's Prosecution report for September/October 2020; and

k. Received and placed on file the Public Works report for October 2020; and

l. Received and placed on file the Recycling report for September 2020; and

m. Received and placed on file the Water report for November 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. **Public Informational Meeting, 2021 Proposed Budget** – Council President Hircock opened a public informational meeting at 7:35 p.m. to provide information on the City's proposed 2021 budget. City Administrator Radermacher reviewed the City's proposed levy, housing and redevelopment levy, budget, and capital improvement plan all for 2021. Council President Hircock closed the informational meeting at 7:48 p.m. No action taken.

b. **Lettings**

1. **Telecommunications Review and Inspection, Short Elliott Hendrickson, West Water Tower** – Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to approve the Supplemental Letter of Agreement with Short Elliott Hendrickson, St. Paul, for the review and inspections of the Verizon's telecommunications updates to the west water tower, at a cost not to exceed \$8,450, to be charged to the Water Improvement Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

9. **NEW BUSINESS**

a. **Resignation, MaKayla Payne, Human Resources Director** – The City Council received and placed on file the resignation of MaKayla Payne as the Human Resources Director effective January 31, 2021.

b. **Post Human Resources Director Position** – Motion was made by Councilmember Knafla, seconded by Mayor Zylka to authorize the posting to fill the position of Human Resources Director both internally and externally at Pay Grade 12. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Resolution 2020-71, 2021 Levy** – Councilmember Hanson introduced and moved for the adoption of Resolution 2020-71, a Resolution Adopting the 2021 Levy. Councilmember Storlie 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 2020-71 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

d. **Resolution 2020-72, 2021 Housing and Redevelopment Authority Levy** – Councilmember Knafla introduced and moved for the adoption of Resolution 2020-72, a Resolution Adopting the 2021 Housing and Redevelopment Authority Levy. Councilmember Storlie 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 2020-72 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

e. **Resolution 2020-73, 2021 Budget and Capital Improvement Plan** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2020-73, a Resolution Adopting the 2021 Budget and Capital Improvement Plan. 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 2020-73 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

f. **Resolution 2020-74, 2021 Fee Schedule** – Councilmember Hanson introduced and moved for the adoption of Resolution 2020-74, a Resolution Adopting the 2021 Fee Schedule. 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 2020-74 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

g. **Resolution 2020-75, Reestablish Unchanged Polling Places and Wards** –

Councilmember Storlie introduced and moved for the adoption of Resolution 2020-75, a Resolution Reestablishing the Unchanged Polling Places and Wards for 2021. Councilmember Liljegren 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 2020-75 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

h. **Resolution 2020-76, Electronic Funds Transfer Authorization** – Councilmember Knafla introduced and moved for the adoption of Resolution 2020-76, a Resolution Establishing Electronic Funds Wire Transfers. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Storlie, Hanson, Gosiak, Knafla, Liljegren, Lundberg, Zylka, and Hircock. Nays: none. Council President Hircock then declared said Resolution 2020-76 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

i. **Petition, Utilities on Crestview Drive** – Motion was made by Councilmember Lundberg, seconded by Councilmember Hanson to receive a petition requesting the extension of municipal utilities on Crestview Drive, instructed staff to verify signatures, and further forwarded to the Public Works Department for review and a recommendation. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

j. **Safe Routes to School Grant, Project Memorandum, Bolton & Menk** – Motion was made by Councilmember Hanson, seconded by Councilmember Gosiak to approve the professional services quotation of \$8,500 from Bolton & Menk, Baxter, to complete a Project Memorandum for the City's Safe Routes to School grant, 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.

k. **Consultant Services Contract, Rynell Schock, GiANT Leadership Program** – Motion was made by Councilmember Liljegren, seconded by Councilmember Hanson to approve and authorize the execution of a Consultant Service Contract with Rynell Schock to provide staff GiANT Leadership program training, at a cost of \$16,817, to be charged to the Mayor and Council Budget (with Enterprise Funds transferring per employee to offset General Fund expenses). On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: Storlie. Motion carried.

l. **COVID-19 Response, License Fee On Sale Liquor** – Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to authorize the refund of \$250 for the license holders of 2020 On Sale Liquor license fee for the bar closures due to Governor Walz's Executive Order 20-99. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

m. **Internal Review of Little Falls Golf Course, Soldo Consulting Group** – Motion was made by Councilmember Knafla, seconded by Councilmember Lundberg to authorize Soldo Consulting Group to conduct an internal review of the Little Falls Golf Course. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

a. Councilmember Storlie reported that the Community Services Advisory Board has not had many activities due to COVID-19.

11. **ANNOUNCEMENTS**

a. Councilmember Gosiak announced that City staff did a good job on the disc golf course within Le Bourget Park.

12. **ADJOURNMENT**

Council President Hircock adjourned the meeting at 8:26 p.m.

Respectfully submitted,



Wendy J. Zylka