

REGULAR CITY COUNCIL MEETING ~ MARCH 1, 2021

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, March 1, 2021, 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 Hanson, seconded by Councilmember Gosiak to approve the agenda of March 1, 2021, 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 Knafla, seconded by Councilmember Storlie to approve the City Council minutes of the special work session meeting of February 16, 2021; and the regular meeting of February 16, 2021, 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 Liljegren to approve the bills totaling \$258,545.26 for check numbers 104306 through 104370. 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**

a. **Proclamation**

1. **Mental Health Awareness Month** – Mayor Zylka postponed this item to the March 15, 2021, meeting.

6. **CONSENT AGENDA**

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

a. Accepted the recommendation of the Golf Manager and the Human Resources Director and appointed the following individuals at the Golf Course in the positions and pay as listed: Sherry Johnson, Clubhouse Supervisor, Grade 8, Step 2, \$20.09; Mattia Hendrickson, Lead Clubhouse Attendant, Grade 3, Step 4, \$13.04; John Qualley, Lead Clubhouse Attendant, Grade 3, Step 3, \$12.75; Amanda Hanson, Lead Clubhouse Attendant, Grade 3, Step 3, \$12.75; Taylor Czech, Lead Clubhouse Attendant, Grade 3, Step 3, \$12.76; Collin Eckman, Lead Clubhouse Attendant, Grade 3, Step 2, \$12.47; Landon Johnson, Lead Clubhouse Attendant, Grade 3, Step 2, \$12.47; Nicole Roddy, Clubhouse Attendant, Grade 3, Step 2, \$12.47; Michael Casillas, Groundskeeper, Grade 2, Step 5, \$12.12; Ethan Ballou, Groundskeeper, Grade 2, Step 4, \$11.85; Tom Riitters, Groundskeeper, Grade 2, Step 4, \$11.85; Andrew Poster, Groundskeeper, Grade 2, Step 3, \$11.59; Nick Abbott, Groundskeeper, Grade 2, Step 2, \$11.34; and Ryan Stuckmayer, Groundskeeper, Grade 2, Step 2, \$11.34; and further authorized the advertisement for two cooks, three lead clubhouse attendants, and up to three groundskeepers; and

b. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by Morrison County Ducks Unlimited to allow a raffle and bingo at the VFW Post 1112, 1210 Northeast First Avenue, on March 21, 2021, and further waived any waiting period; and

c. Authorized the participation in the 2021 Day of Caring which includes purchasing lawn/leaf bags for the event; renting port-a-potties; contracting with garbage hauler for the collection of leaves; and staff time picking up garbage/leaves from the routes and the City parks and playgrounds on May 5, 2021, with the funds to be charged to the Park Budget; and

d. Received and placed on file the Fire report for January 2021; and

e. Approved the Dam 2 Dam Bike Ride requested by the Central Minnesota Bicycle Club beginning at Le Bourget Park and following the route they represented, on June 19, 2021, contingent upon them cleaning up after the event, they coordinate with and approval is granted by the Police Chief and the Minnesota Department of Transportation, and all safety precautions/measures are followed as determined by the Minnesota Department of Health; and

f. Approved a Parade Permit requested by Jacki Devine for the River Rat Run beginning at Belle Prairie Park and following the route they presented, on June 19, 2021, contingent upon approval being granted by the Police Chief and they coordinate the event with Morrison County, and all safety precautions/measures are followed as determined by the Minnesota Department of Health; and

g. Received and placed on file the Public Works report for February 2021; and

h. Approved a Show/Dance License requested by the Little Falls Convention and Visitors Bureau to host Markets and Music events on June 24, July 22, and August 26, 2021, at Le Bourget Park from 3:00 p.m. to 10:00 p.m., contingent upon the appropriate paperwork, insurance listing the City as additional insured, and all fees being provided, they cleanup after the event and contingent upon approval by the Fire and Police Chiefs, and all safety precautions/measures are followed as determined by the Minnesota Department of Health; and

i. Approved a Temporary On Sale Liquor License application requested by the Little Falls Dam Festival Organization Inc., for Dam Festival on June 18 and 19, 2021, at Maple Island Park, contingent upon the appropriate paperwork, insurance listing the City as additional insured, and fees be provided, and approval is granted by the Police Chief and the Minnesota Department of Public Safety, Office of Alcohol and Gambling Enforcement Division.

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 Hearings**

Due to the COVID-19 health pandemic the following three public hearings were held via Zoom video/telephone conference allowable under Minnesota Statute 13D.021. With the public hearings being held electronically, staff reviewed each of the three projects separately, however, answered questions on all three projects from 7:56 p.m. to 9:00 p.m. at which time the public hearings were closed.

Councilmember Storlie left the meeting due to technical difficulties.

1. **Resolution 2021-24, Order in Surface and/or Utility Improvements, Oak Street, Public Improvement 389** – Council President Hircock opened a scheduled public hearing at 7:37 p.m. to consider ordering in surface and/or utility improvements on Oak Street between a point approximately 440 feet northerly of Park Avenue to a point approximately 440 feet southerly of Park Avenue. Public Works Director/Engineer Kimman presented the affidavit of publication, reviewed the proposed improvements and related cost, and the deferral of special assessment policy. Asking questions were: Mark and Laura Dunlap, 17018 Oak Street; and Christopher Szczdroski, 16927 Oak Street. Councilmember Gosiak introduced and moved for the adoption of Resolution 2021-24, a Resolution Ordering in Public Improvement 389, Surface and/or Utility Improvements on Oak Street. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: Storlie (absent). Council President Hircock then declared said Resolution 2021-24 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2021-25, Order in Surface and/or Utility Improvements, Crestview Drive, Public Improvement 389** – Council President Hircock opened a scheduled public hearing at 7:49 p.m. to consider ordering in surface and/or utility improvements on Crestview Drive from a point approximately 1,550 feet north of Thirteenth Avenue Northeast to a point approximately 2,550 feet northerly of Thirteenth Avenue Northeast. Public Works Director/Engineer Kimman presented the affidavit of publication, reviewed the proposed improvements and related costs, and the deferral of special assessment policy. Asking questions were: Thomas Klosowski, 1702 Crestview Drive; Robert Loukinen,

1708/1710 Crestview Drive; Paul Sachs, 14382 – 190th Street; and Samantha Jarvis, 1818 Crestview Drive. Councilmember Knafla introduced and moved for the adoption of Resolution 2021-25, a Resolution Ordering in Public Improvement 389, Surface and/or Utility Improvements on Crestview Drive. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Hircock, Hanson, Gosiak, and Knafla. Nays: Storlie (absent). Council President Hircock then declared said Resolution 2021-25 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

3. **Resolution 2021-26, Order in Surface and/or Utility Improvements, Third Street Southeast, Public Improvement 389** – Council President Hircock opened a scheduled public hearing at 7:52 p.m. to consider ordering in surface and/or utility improvements on Third Street Southeast between First and Seventh Avenues Southeast, and on Third Avenue Southeast between Third and Fourth Streets Southeast. Public Works Director/Engineer Kimman presented the affidavit of publication, reviewed the proposed improvements and related costs, and the deferral of special assessment policy. Asking questions were: Robert Mushel, 309 Southeast Third Street; Jerome Valentine, 205 Southeast Third Street; Joseph Bartos, 401 Southeast Third Street; Eric Schlangen, 315 Southeast Third Street; Elizabeth Zilka, 608 Southeast Third Street; and Desirae Welle, 209 Southeast Third Street. Action on this item was moved to later on the agenda when Councilmember Storlie could return to the meeting.

b. **Letting**

1. **Bluebeam Revu Software, Building/Zoning** – Motion was made by Mayor Zylka, seconded by Councilmember Lundberg to award the quotation of \$5,430 from Bluebeam, Pasadena, CA, for Bluebeam Revu 20 Standard software and maintenance, and an annual fee of \$2,985 for the building, zoning, and public works permitting process, to be charged to the IT Budget. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

9. **NEW BUSINESS**

a. **David Stevenson Letter of Retirement, Patrol Officer, Police Department** – The City Council received and placed on file the letter of retirement submitted by David Stevenson as a Patrol Officer within the Police Department, effective February 28, 2021, and further thanked him for his nearly 22 years (May 1999) of service and wished him well in his retirement.

b. **Appoint Mitch Morse, Fulltime Patrol Officer, Police Department** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to accept the recommendation of the Police Chief and the Human Resources Director and appointed Mitch Morse (next on the eligibility list) to fulltime Patrol Officer within the Police Department, effective March 2, 2021, at the pay established by the Labor Agreement of Law Enforcement Labor Services. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Cleanup Day and Recycling Grant Agreements, Morrison County** – Motion was made by Councilmember Lundberg, seconded by Councilmember Knafla to approve and authorized the execution of a Cleanup Day and Recycling Grant Agreements with Morrison County. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Request for Proposals, City's One and Two Family Recycling Program** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to authorize the Requests for Proposals for the City's one and two family residential recycling program. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

e. **Resolution 2021-27, Support for Childcare Legislation** – Councilmember Hanson introduced and moved for the adoption of Resolution 2021-27, a Resolution Supporting Childcare Legislation, and further instructed staff to forward copies to the appropriate legislators. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Hanson, Gosiak, Knafla, and Liljegren. Nays: Storlie (absent). Council President Hircock then declared said Resolution 2021-27 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

f. **Resolution 2021-28, Support for Clean Water Appropriations Legislation** –

Councilmember Knafla introduced and moved for the adoption of Resolution 2021-27, a Resolution Supporting Childcare Legislation, and further instructed staff to forward copies to the appropriate legislators. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hircock, Hanson, Gosiak, Knafla, Liljegren, and Lundberg. Nays: Storlie (absent). Council President Hircock then declared said Resolution 2021-28 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

g. **Resolution 2021-29, Authorize Submittal of Local Road Improvement Program Grant Application, Eleventh Street Northeast** – Councilmember Knafla introduced and moved for the adoption of Resolution 2021-29, a Resolution Authorizing the Submittal of a Local Road Improvement Program Grant Application to the Minnesota Department of Transportation for Eleventh Street Northeast from near Trunk Highway 27 to northerly of Seventh Avenue Northeast. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Hanson, Gosiak, Knafla, Liljegren, Lundberg, and Zylka. Nays: Storlie (absent). Council President Hircock then declared said Resolution 2021-29 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

j. **Resolution 2021-32, Large Scale Street and Sidewalk Sale License, Little Falls Area Chamber of Commerce** – Deborah Boelz and Mary Bednarek representing the Little Falls Area Chamber of Commerce, reviewed a request for their annual Arts and Crafts Fair. Mayor Zylka introduced and moved for the adoption of Resolution 2021-32, a Resolution Establishing the Number of Arts and Crafts Vendors, Restricted Vehicle Parking and No Parking Areas, under the Large Scale Street and Sidewalk License requested by the Little Falls Area Chamber of Commerce for September 11 and 12, 2021. Councilmember Gosiak seconded the motion for adoption. On a roll call vote; Ayes: Hanson, Gosiak, Knafla, Liljegren, Lundberg, Zylka, and Hircock. Nays: Storlie (absent). Council President Hircock then declared said Resolution 2021-32 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

Councilmember Storlie rejoined the meeting.

7.a.3. **Resolution 2021-26, Order in Surface and/or Utility Improvements, Third Street Southeast, Public Improvement 389** – Mayor Zylka introduced and moved for the adoption of Resolution 2021-26, a Resolution Ordering in Public Improvement 389, Surface and/or Utility Improvements on Third Street Southeast between First and Seventh Avenues Southeast, and on Third Avenue Southeast between Third and Fourth Streets Southeast. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Gosiak, Knafla, Liljegren, Zylka, Hircock, and Hanson. Nays: Storlie (absent). Abstention: Lundberg. Council President Hircock then declared said Resolution 2021-26 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

8. **OLD BUSINESS**

a. **Resolution 2021-22, Call for Public Hearing, Establishment of Tax Increment Financing District 42, Community Asset Development Group** (Postponed from 02/16/21) – City Financial Advisor, Jason Murray; City Administrator Radermacher; Finance Officer Kasella; and Dave Pokorney of Community Development Asset Group, reviewed the proposal to develop a tax increment financing district for an apartment complex on City property near Fifth Avenue Southeast and LeMieur Street. Mayor Zylka introduced and moved for the adoption of Resolution 2021-22, a Resolution Calling for a Public Hearing on the Modification of Municipal District 1, and the Establishment of Tax Increment Financing District 42 as requested by Community Asset Development Group HDD, on Monday, April 19, 2021. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, and Hircock. Nays: Lundberg, Storlie, Hanson, and Gosiak. Council President Hircock then declared said Resolution 2021-22 to have failed.

As Resolution 2021-22 failed, Agenda Items 9.h. and 9.i. received no action as they were directly tied to the proposed housing project moving forward.

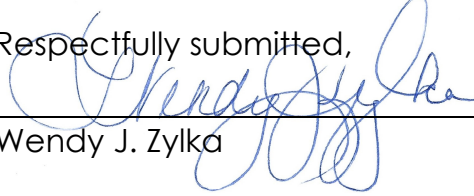
10. **CITY COUNCIL REPORTS ON CITY AUTHORITIES, BOARDS, BUREAUS, COMMISSIONS AND COMMITTEES**

11. **ANNOUNCEMENTS**

12. **ADJOURNMENT**

Council President Hircock adjourned the meeting at 10:12 p.m.

Respectfully submitted,



Wendy J. Zylka