

**REGULAR CITY COUNCIL MEETING ~ MARCH 15, 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 15, 2021, at 7:30 p.m. via Zoom video conference and in person at City Hall in the Council Chambers, as allowed 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**

Council President Hircock amended the agenda by removing item 5.a.1. and adding 9.j. Motion was made by Mayor Zylka, seconded by Councilmember Knafla to approve the agenda of March 15, 2021, 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 Liljegren, seconded by Councilmember Lundberg to approve the City Council minutes of the special work session meeting of March 1, 2021; and the regular meeting 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.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Gosiak, seconded by Councilmember Storlie to approve the bills totaling \$805,411.79 for check numbers 104371 through 104446. 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**

b. **Presentation**

1. **2020 Annual Fire Report** – Fire Chief Seelen reviewed the 2020 annual Fire report. Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to receive and place on file the 2020 annual Fire report, and further thanked the Department for their efforts. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

6. **CONSENT AGENDA**

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

- a. Received and placed on file the Animal Control report for February 2021; and
- b. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by Greater MN Two Cylinder Club to allow a raffle at the Morrison County Fairgrounds, 15575 Hawthorne Road, on June 23, 2021, and further waived any waiting period; and
- c. Accepted the recommendation of the Golf Manager and the Human Resources Director and appointed returning Seasonal Cook Linda Tretter at the Golf Course, at Pay Grade 4, Step 3, \$14.03 per hour, effect March 23, 2021, or as soon as the course opens; and
- d. Received and placed on file the Building report for January and February 2021; and
- e. Received and placed on file the Fire report for February 2021; and
- f. Received and placed on file the Morrison County Attorney's Prosecution report for January and February 2021; and
- g. Received and placed on file the Planning Commission minutes of March 2021; and
- h. Received and placed on file the Police report for February 2021; and
- i. Received and placed on file the Recycling report for December 2020 and the annual 2020 Recycling report; and
- j. Received and placed on file the Wastewater report for February 2021; and

k. Received and placed on file the Water report for February 2021.

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 public hearings were held via Zoom video/telephone conference and in person as allowable under Minnesota Statute 13D.021.*

#### 1. **Resolution 2021-33, Approve Project by Horizon Health and City of Pierz** –

Council President Hircock opened a scheduled public hearing at 7:42 p.m. to consider Horizon Health's request to use tax-exempt loan proceeds to make improvements to their property within the City of Little Falls. Finance Officer Kasella presented the affidavit of publication and reviewed their proposal to refinance multiple tax exempt bonds and expend the proceeds to acquire and construct a 12-unit transitional home for the developmentally disabled as well as a 4-bed group home and daycare located at 1201 Hilton Road in the City of Little Falls, with bonds issued by the City of Pierz. There were no written or oral comments. Council President Hircock closed the public hearing at 7:45 p.m. Councilmember Knafla introduced and moved for the adoption of Resolution 2021-33, a Resolution Approving the Issuance of Revenue Obligation Bonds by the City of Pierz to Finance a Project by Horizon Health, Inc., within the City of Little Falls. 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 2021-33 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

#### 2. **Resolution 2021-34, Order in Surface Improvements, Sidewalks, Public**

**Improvement PIR** – Council President Hircock opened a scheduled public hearing at 7:46 p.m. to consider ordering in surface improvements to certain sidewalks. 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: Kristine Kalis, 414 Northeast First Street; and Daniel Gilder, 510 Southeast Sixth Street. Council President Hircock closed the meeting at 7:57 p.m. Councilmember Hanson introduced and moved for the adoption of Resolution 2021-34, a Resolution Ordering in Public Improvement PIR, Surface Improvements to Certain Sidewalks. Councilmember Lundberg 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 2021-34 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

### b. **Letting**

1. **Portable Generator, Total Energy Systems, LLC, Wastewater** – Motion was made by Councilmember Gosiak, seconded by Councilmember Storlie to award the quotation of \$33,136.10 from Total Energy Systems, LLC, Bloomington, for a Kohler 35REOZT4 diesel portable generator for the Wastewater Division, to be charged to the Wastewater Improvement Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Turnout Gear, Jefferson Fire and Safety, Fire** – Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to award the low quotation of \$11,938.70 from Jefferson Fire and Safety, Middleton, WI, for four turnout coats and pants, five helmets with lights, and two pairs of boots for firefighters, to be charged to the Fire Equipment Fund and the Minnesota Department of Natural Resources Grant. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 8. **OLD BUSINESS**

a. **Resolution 2021-22, Call for Public Hearing, Establishment of Tax Increment Financing District 42, Community Asset Development Group** (Failed from 03/01/21) – Being on the prevailing side of the vote from March 1, 2021, Councilmembers Gosiak and Storlie asked that Resolution 2021-22 calling for a public hearing to consider tax increment financing for a proposed housing project be reconsidered. Following discussions, Councilmember Gosiak reintroduced and moved for the adoption of Resolution 2021-22,

a Resolution Calling for a Public Hearing on May 17, 2021, at 7:30 p.m. via person and Zoom video conference to consider the Modification of Municipal District 1, and the Establishment of Tax Increment Financing District 42 as requested by Community Asset Development Group HDD. Councilmember Storlie seconded the motion. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Storlie, Gosiak, Knafla, and Liljegren. Nays: Hanson. Council President Hircock then declared said Resolution 2021-22 to have received the majority vote of the entire City Council and the same to have been duly passed, approved, and adopted.

b. **Resolution 2021-30, Order Feasibility Report, Surface and/or Utility Improvements, Fourteenth Street Southeast Extended** – Mayor Zylka introduced and moved for the adoption of Resolution 2021-30, a Resolution Ordering a Feasibility Report on the Proposed Surface and/or Utility Improvements on Fourteenth Street Southeast from a point approximately 450 feet southerly of Fifth Avenue Southeast to a point approximately 1,100 feet southerly of Fifth Avenue Southeast, under Public Improvement 393. Councilmember Knafla 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 2021-30 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

3. **Resolution 2021-31, Accept Feasibility Report and Call for Public Hearing, Surface and/or Utility Improvements, Fourteenth Street Southeast Extended** – Councilmember Storlie introduced and moved for the adoption of Resolution 2021-31, a Resolution Accepting a Feasibility Report and Calling for a Public Hearing on the Proposed Surface and/or Utility Improvements on Fourteenth Street Southeast from a point approximately 450 feet southerly of Fifth Avenue Southeast to a point approximately 1,100 feet southerly of Fifth Avenue Southeast, under Public Improvement 393, for Monday, April 19, 2021, via in person and Zoom video conference. Councilmember Knafla 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 2021-31 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

## 9. **NEW BUSINESS**

### a. **Accept Recommendations of Interview Committees**

1. **Appoint Sheila Stoerzinger, Accounting Technician** – Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to accept the recommendation of the Interview Committee, and appointed Sheila Stoerzinger as the Accounting Technician, at Pay Grade 6, Step 1, \$25.80 per hour, effective upon successfully completion of preemployment testing (i.e. physical and drug/alcohol testing), with an anticipated start date of March 22, 2021. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Appoint Daniel Owns, Fulltime Patrol Officer** – Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to accept the recommendation of the Interview Committee, and appointed Daniel Owens as a Fulltime Patrol Officer, at Pay Grade 8, Step 1, \$28.99 per hour, effective upon the successfully completion of the background investigation, and passing the preemployment testing, (i.e. physical and drug/alcohol); and further establish an eligibility list. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Appoint William Holman, Park Maintenance Worker** – Motion was made by Councilmember Knafla, seconded by Councilmember Liljegren to accept the recommendation of the Interview Committee, and appointed William Holman as a Park Maintenance Worker, at Pay Grade 3, Step 1, \$21.66 per hour, effective upon a successful completion of preemployment testing, (i.e. physical and drug/alcohol), with an anticipated start date of March 22, 2021. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

4. **Appoint Joseph Sobania, Utility Technician** – Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to accept the recommendation of the Interview Committee, and appointed Joseph Sobania as the Utility Technician, at Pay Grade 5, Step 1, \$24.34 per hour, effective upon a successful completion of preemployment testing, (i.e. physical and drug/alcohol), with an

anticipated start date of March 29, 2021. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Retirement, Joseph Wiczek, Firefighter** – The City Council received and placed on file the letter of retirement from Joseph Wiczek as a firefighter effective March 2, 2021, and thanked him for his thirty years of services to our community. No action taken.

c. **Resignation, Matthew Hurt, Firefighter** – The City Council received and placed on file the letter of resignation from Matthew Hurt as a firefighter effective March 1, 2021, and thanked him for this thirteen years of service to our community. No action taken.

d. **Resignation, Richard Frey, Golf Manager** – The City Council received and placed on file the letter of resignation from Richard Frey as the Golf Manager effective March 29, 2021, and thanked him for his service to our community. No action taken.

e. **Petition, 10 Minute Parking Sign Request, 106 East Broadway** – The City Council placed on file a petition requesting the installation of a 10 minute parking sign by Amy Wettstein, 106 East Broadway, and instructed staff to come back with a recommendation. No action taken.

f. **Resolution 2021-35, Revoke and Redesignate Municipal State Aid Streets** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2021-35, a Resolution Revoking and Redesignating Certain Municipal State Aid Streets. Councilmember Hanson 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 2021-35 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

g. **Resolution 2021-36, Large Scale Street and Sidewalk Sale License, West Side Improvement Association** – Rosie LeBlanc representing the West Side Improvement Association, reviewed a request for their annual Antiques and Collectibles Fair. Mayor Zylka introduced and moved for the adoption of Resolution 2021-36, a Resolution Establishing the Number of Antiques and Collectibles Vendors, Restricted Vehicle Parking and No Parking Areas, under the Large Scale Street and Sidewalk License requested by the West Side Improvement Associations for September 11 and 12, 2021. Councilmember Lundberg 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 2021-36 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

h. **Temporary Easement, Independent School District 482, Safe Routes to School Improvements/Grant** – Motion was made by Councilmember Lundberg, seconded by Mayor Zylka to approve and authorized the execution of a Temporary Construction Easement with Independent School District 482 on Pine Avenue for the completion of the surface and/or utility improvements as a part of the Safe Routes to School Improvement Project. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak. Nays: none. Motion carried.

i. **Zoning Administrator's Report and Planning Commission Recommendation, Resolution 2021-37, Approval of Conditional Use, Denron Properties LLC** – Motion was made by Councilmember Gosiak to accept the recommendation of the Zoning Administrator and Planning Commission, and introduced and moved for the adoption of Resolution 2021-37, a Resolution Adopting the Findings of Fact and Reasons for Approval of a Conditional Use Permit requested by Denron Properties LLC, for their property located at 606 Northeast Seventh Street. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Hanson, Gosiak, Knafla, Liljegren, Lundberg, Zylka, Hircock, and Storlie. Nays: none. Council President Hircock then declared said Resolution 2021-37 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

j. **Request to Appeal Heritage Preservation Commission Vote, Façade Improvements, Susan Mattison, Platinum Cosmetics** – Finance Officer Kasella and Mayor Zylka reviewed a written appeal from Susan Mattison owner of Platinum Cosmetics, 111 Northeast First Street, to paint the façade of her building black and the color of the sign as platinum, of the Heritage Preservation Commission's ruling to deny the request based on the Department of the Interior Standards for Rehabilitation and Guidelines. Following

discussions, motion was made by Mayor Zylka, seconded by Councilmember Gosiak to overrule the Heritage Preservation Commission, and approved the request from Susan Mattison owner of Platinum Cosmetics, 111 Northeast First Street, to paint the façade of her building black and the color of the sign as platinum, based on the City Council belief that these improvements are consistent with the historic guidelines. 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 reviewed the Community Services Advisory Board meeting he attended.

**11. ANNOUNCEMENTS**

**12. ADJOURNMENT**

Council President Hircock recessed the meeting at 8:56 p.m. to go into a scheduled closed meeting.

Motion was made by Councilmember Hanson, seconded by Councilmember Storlie to close the meeting at 9:14 p.m. pursuant to Minnesota Statutes 13D.05, Subdivision 3, to evaluate the performance of the City Administrator. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Council President Hircock adjourned the meeting at 10:27 p.m.

Respectfully submitted,

  
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Wendy J. Zylka