

REGULAR CITY COUNCIL MEETING ~ APRIL 5, 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, April 5, 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

Motion was made by Councilmember Storlie, seconded by Mayor Zylka to approve the agenda of April 5, 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 Liljegren, seconded by Councilmember Gosiak to approve the City Council minutes of the special work session meeting of March 15, 2021; the regular meeting of March 15, 2021; and special meeting of March 22, 2021, as amended. 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 Knafla to approve the bills totaling \$441,170.78 for check numbers 104447 through 104533. 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. Presentation

1. **Camp Ripley Economic Impact and Update** – Brigadier General Lowell Kruse of Camp Ripley gave a presentation on their 2020 economic impact, accomplishments, COVID-19 efforts, environmental programs and oversight, community outreach, and the 2021 training schedule. No action taken.

b. Proclamation

1. **Mental Health Awareness Month** (Postponed from 03/01/21) – Mayor Zylka proclaimed February 2021 as Mental Health Awareness month. Emma Holey, student, read the proclamation which was prerecorded and played.

6. CONSENT AGENDA

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

a. Received and placed on file the Animal Control report for March 2021; and

b. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by Little Falls Dam Festival Organization Inc. to allow a raffle and bingo at Maple Island Park on June 18 and 19, 2021, and further waived any waiting period; and

c. Accepted the recommendation of the Interview Committee and appointed the following individuals to the position and at the hourly rate stated: Lead Clubhouse Attendants at Pay Grade 3, Step 1, \$12.20; Abigale Miller, Mary Groth, Austin Fenske, and Tiffany Luebke; Groundskeepers at Pay Grade 2, Step 1, \$11.09; Jeff Udy Sr., Dean Erdman, and Justin Pekula; Cook at Pay Grade 3, Step 1, \$12.20, Mason Dempsey; and returning Groundkeeper Jeff Udy Jr., at Pay Grade 2, Step 2, \$11.34 per hour; effective April 6, 2021, or as soon thereafter as they are available; and

d. Received and placed on file the Heritage Preservation Commission minutes of March 2021; and

e. Received and placed on file the Housing and Redevelopment Authority minutes of February and March 2021; and

f. Approved and authorized a letter of support of the Morrison County Historical Society's financial assistance application to the United States Department of Agricultural

through their Rural Development Community Facilities program to replace their Heating, ventilation, and air conditions system; and

- g. Received and placed on file the Public Works report for February 2021; and
- h. Received a petition requesting the installation of a streetlight on Riverwood and DeRosier Drive and further instructed staff to review and report back with a recommendation; and
- i. Received and placed on file the Reviewed Financial Statement of the Friends of Pine Grove Zoo dated December 31, 2020; and
- j. Approved the cost of \$30 per clubhouse employee to attend the required ServSafe Training provided by the League of Minnesota Cities, to be charged to the Golf Course Budget.

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. **Letting**

1. **Spring Leaf and Brush Collection, Bob LeMieur Rolloffs Refuse and Recycling Inc.** – Motion was made by Councilmember Knafla, seconded by Mayor Zylka to award the quotation of \$4,175 from Bob LeMieur Rolloffs Refuse and Recycling Inc., Little Falls, for the leaf and brush collection to be held May 8, 2021, rain/snow, or shine, 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. **Storage Shed Expansion and Supplies, Golf** – Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to authorize the expansion of the golf cart storage shed at the Golf Course, and awarded the quotation of \$6,567.53, including sales tax, from Builders First Source, Little Falls, for building materials, and up to a total project cost not to exceed \$12,000 (for the additional concrete materials, labor, and possible new garage door), to be charged to the Golf Improvement Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Mower Replacements, Golf** – Motion was made by Councilmember Hanson, seconded by Mayor Zylka to award the low quotation from MTI Distributing, Brooklyn Park, and authorized the five year lease of a Toro Greensmaster 3150 TriPlex mower at \$32,567.95; a Toro Reelmaster 3100-D with Sidewinder Feature at \$35,530.16; and two Toro Groundsmaster 3200 2WD at \$19,916.17 each, for the Golf Course, to be charged the Golf Improvement Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Approve Plans and Specifications and Call for Bids**

1. **Resolution 2021-38, Public Improvement 389** – Councilmember Knafla introduced and moved for the adoption of Resolution 2021-38, a Resolution Approving the Plans and Specifications and Calling for Bids on Surface and/or Utility Improvements of Public Improvement 389 (2021 improvements). Councilmember Gosiak seconded the motion. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak, and Knafla. Nays: none. Council President Hircock then declared said Resolution 2021-38 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2021-39, Public Improvement 391** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2021-39, a Resolution Approving the Plans and Specifications and Calling for Bids on the Surface Improvements as described of Public Improvement 391 (sidewalks). Councilmember Liljegren seconded the motion. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, and Liljegren. Nays: none. Council President Hircock then declared said Resolution 2021-39 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. **Interim Division of Golf Manager Duties, Compensation** – Motion was made by Mayor Zylka, seconded by Councilmember Storlie to authorize the temporary pay

increase to \$24.09 per hour for Sherry Johnson as Clubhouse Supervisor; and Ethan Ballou as Head Groundskeeper, at \$21.86, at the golf course for the interim additional shared golf manager duties effective April 6, 2021, through December 31, 2021. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Memorandum of Agreement, Lateral Pay Increase, Law Enforcement Law Services, Patrol Officers** – Motion was made by Councilmember Hanson, seconded by Councilmember Storlie to approve, and authorized the execution of the Memorandum of Agreement for Lateral Pay with Law Enforcement Labor Services, Local 68, to be charged to the Police Budget. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Memorandums of Understanding, Morrison County Sheriff's Office, LETG CAD Active 911, Fire and Police Departments** – Motion was by Mayor Zylka, seconded by Councilmember Storlie to approve and authorized the execution of the Memorandums of Understanding with the Morrison County Sheriff's Office for the Active 911 programs with the Fire and Police Departments. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Requests to Reduce Interest Rate and Tree Removal Analysis, Third Street Southeast Improvement Project** – Finance Officer Kasella described how interest on unpaid assessments is based on the bonds sold for that project. Public Works Director/Engineer Kimman reviewed that the damage to the roots and the placement of trees within the public right-of-way, there are no options to save the trees and complete the underground utility improvements ordered in under Public Improvement 389. Motion was made by Councilmember Gosiak, seconded by Mayor Zylka to receive and place on file the requests to reduce the interest rate on unpaid assessments and the tree removal analysis. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

e. **Resolution 2021-40, Call for Public Hearing, Establish Tax Increment Finance District 43, North Freeze Dry LLC** – Mayor Zylka introduced and moved for the adoption of Resolution 2021-40, a Resolution Calling for a Public Hearing on the Modification of Municipal District 1, Approval of the Development, the Establishment of Tax Increment Financing District 43, and the Plan Relating Thereto, requested by North Freeze Dry LLC, for Monday, May 17, 2021. 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 2021-40 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

f. **Resolution 2021-41, Call for Public Hearing, Business Subsidy, North Freeze Dry LLC** – Councilmember Knafla introduced and moved for the adoption of Resolution 2021-41, a Resolution Calling for a Public Hearing on Business Subsidy requested by North Freeze Dry LLC, for Monday, May 17, 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 2021-41 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

g. **Professional Services Agreement, Bolton & Menk, Design Work** – Motion was made by Councilmember Storlie, seconded by Mayor Zylka to approve, and authorized the execution of an agreement with Bolton & Menk, Baxter, at a cost not to exceed \$135,050 for the engineering design services, regional stormwater pond, and bidding/contract award for the Eleventh Street Northeast, to be charged to the Permanent Improvement Revolving (PIR) Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

h. **Summary Conclusions, Performance Evaluation, City Administrator** – Mayor Zylka stated that on March 15, 2021, the City Council held a closed meeting to evaluate the performance evaluation of Jon Radermacher, City Administrator. In accordance with the Minnesota Open Meeting Law, the City Council is required to summarize the conclusions of the evaluation of performance of Mr. Radermacher, reached by the City Council at the March 15, 2021, meeting at its next regular meeting. The summary conclusions

regarding the evaluation reach by the City Council are as follows: The City Council did not reach a consensus on any conclusions regarding the performance of Jon Radermacher in the closed session.

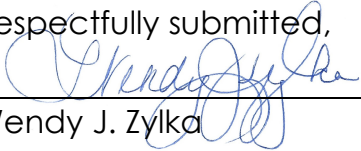
10. **CITY COUNCIL REPORTS ON CITY AUTHORITIES, BOARDS, BUREAUS, COMMISSIONS AND COMMITTEES**

11. **ANNOUNCEMENTS**

12. **ADJOURNMENT**

Council President Hircock adjourned the meeting at 9:11 p.m.

Respectfully submitted,



Wendy J. Zylka