

REGULAR CITY COUNCIL MEETING ~ MAY 17, 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, May 17, 2021, at 7:30 p.m. at City Hall in the Council Chambers. 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 adding item 5.a.1. Motion was made by Councilmember Storlie, seconded by Councilmember Gosiak to approve the agenda of May 17, 2021, as amended. 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 Liljegren to approve the City Council minutes of the special work session meeting of May 3, 2021; the regular meeting of May 3, 2021, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Lundberg, seconded by Councilmember Storlie to approve the bills totaling \$835,113.01 for check numbers 104706 through 104812. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

a. **Donation**

1. **Yellow Ribbon City, Sign** – Daniel Noss, representing the Yellow Ribbon Committee of Morrison County, presented the City with a “Yellow Ribbon City” sign. No action taken.

6. **CONSENT AGENDA**

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

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

b. Approved to the Minnesota Charitable Gambling Control Board, an Application to Conduct Off Site Gambling as requested by the Minnesota Fishing Museum to conduct a raffle and pulltabs at 304 West Broadway from November 26, 2021, through December 5, 2021, and further waived any waiting period; and

c. Received and placed on file the Building report for March and April 2021; and

d. Approved a Display of Fireworks Licenses as requested by Pyrotechnic Display, Inc., Clear Lake, and the Little Falls Dam Festival Organization, from Mill Park on June 19, 2021, contingent upon the appropriate paperwork, insurances, inventories, placement, and safety measures being provided, and approval is granted by the Fire and Police Chiefs; and

e. Received and placed on file the Fire report for April 2021; and

f. Received and placed on file the Heritage Preservation Commission minutes for May 2021; and

g. Received and placed on file the Planning Commission minutes for May 2021; and

h. Received and placed on file the Police report for April 2021; and

i. Received and placed on file the Public Works report for April 2021; and

j. Received and placed on file the Recycling report for February 2021; and

k. Received and placed on file the Wastewater report for April 2021

Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Public Hearings**

1. **Resolution 2021-49, Tax Increment Financing District 43, North Freeze Dry, LLC** –

Council President Hircock opened a scheduled public hearing at 7:35 p.m. to gain input on the establishment of Tax Increment Financing District 43 and Tax Increment Financing Plan as requested by North Freeze Dry, LLC. Finance Officer Kasella presented the affidavit of publication. Describing the proposal was: Finance Officer Kasella; City's Financial Advisor Jason Murray; Executive Director of Community Development, Carol Anderson; and Sarah Barrett, owner of North Freeze Dry, LLC. Asking questions was Teri Hoggarth, President of Community Development. Council President Hircock closed the public hearing at 7:44 p.m. Councilmember Hanson introduced and moved for the adoption of Resolution 2021-49, a Resolution Approving the Modification of Municipal District No. 1 by Establishing Tax Increment Financing District 43, and Adopting the Tax Increment Financing Plan for District 43. Councilmember Lundberg 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 2021-49 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2021-50, Approve Minnesota Investment Fund Application, North Freeze Dry, LLC** - Council President Hircock opened a scheduled public hearing at 7:45 p.m. to gain in put on the application to the Minnesota Department of Employment and Economic Development through the Minnesota Investment Fund to have the City act as the legal sponsor for the North Freeze Dry, LLC, project for a \$375,000 forgivable loan. Finance Officer Kasella presented the affidavit of publication. Describing the proposal was: Finance Officer Kasella; Executive Director of Community Development, Carol Anderson; and Sarah Barrett, owner of North Freeze Dry, LLC. Asking questions was Teri Hoggarth, President of Community Development; and Daniel Noss, 203 Elk River Court, Randall. Council President Hircock closed the public hearing at 7:50 p.m. Councilmember Storlie introduced and moved for the adoption of Resolution 2021-50, a Resolution Approving the Application to the Minnesota Investment Fund for the City to act as legal sponsor for the North Freeze Dry, LLC, project and further authorized execution of all documents/agreements necessary to receive said funds. Councilmember Knafla 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 2021-50 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

3. **Business Subsidy, North Freeze Dry, LLC** – Council President Hircock opened a scheduled public hearing at 7:51 p.m. to gain input on the establishment of Tax Increment Financing District 42 and Tax Increment Financing Plan, which is a business subsidy, as requested by North Freeze Dry, LLC. Finance Officer Kasella presented the affidavit of publication and described the proposed project. Asking questions was Carol Anderson, Executive Director of Community Development. Council President Hircock closed the public hearing at 7:53 p.m. No action taken.

4. **Resolution 2021-52, Tax Increment Financing District 42, Community Asset Development Group, Housing Project** – Council President Hircock opened a scheduled public hearing at 7:54 p.m. to gain input on the establishment of Tax Increment Financing District 42 and the Tax Increment Financing Plan as requested by Community Asset Development Group. Finance Officer Kasella presented the affidavit of publication. Financial Advisor Jason Murray; and City Administrator Radermacher reviewed and described the proposed housing project. Asking questions was: Carol Anderson, Executive Director of Community Development; Teri Hoggarth, President of Community Development of Morrison County; Roxanne Matsen, 11531 Bayview Road; Daniel Noss, 203 Elk River Court, Randall; Kristina VonBerge, Executive Director of Little Falls Convention and Visitors Bureau; Sarah Barrett, 6767 County Road 9, Brainerd; and Kyle Wensmann, 15095 Mary Lane. Council President Hircock closed the public hearing at 8:06 p.m. Councilmember Knafla introduced and moved for the adoption of Resolution 2021-52, a Resolution Approving the Modification of Municipal District No. 1 by Establishing Tax Increment Financing District 42, and Adopting the Tax Increment Financing Plan for District 42. 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 2021-52 to have received the unanimous

vote of the entire City Council and the same to have been duly passed, approved, and adopted.

b. **Lettings**

1. **Microsurfacing Improvement Project, Asphalt Technologies Corp.** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to award the low bid of \$243,287.65 from Asphalt Technologies Corp. (ASTECH), St. Cloud, for the Microsurfacing Improvement Project, to be charged to the Street Improvement Fund. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Resolution 2021-53, Award Competitive Sale of Permanent Improvement Revolving Fund Bonds, Series 2021A** – Councilmember Storlie introduced and moved for the adoption of Resolution 2021-53, a Resolution Providing for the Issuance and Sale of \$1,795,000 in General Obligation Permanent Improvement Revolving Fund Bonds, Series 2021A, Pledging for the Security Thereof Special Assessments, and Levying a Tax for the Payment Thereof. 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 2021-53 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

8. **OLD BUSINESS**

a. **Amend Motion of February 1, 2021, Independent Testing Technologies, Soil Borings** – Motion was made by Councilmember Lundberg, seconded by Councilmember Knafla to amend the City Council's motion of February 1, 2021, to award the low quotation of \$7,400 received from Independent Technologies, Waite Park, for the geotechnical services (soil borings), as listed in the proposal, to be charged to the project. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Resolution 2021-55, Approve Plans and Specifications and Call for Bids, Public Improvement 393** – Councilmember Storlie introduced and moved for the adoption of Resolution 2021-55, a Resolution Approving the Plans and Specifications for Public Improvement 393, (i.e. surface and/or utility improvements to Fourteenth Street Southeast), and further Calls for Bids. 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 2021-55 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. **North Freeze Dry, LLC**

1. **Resolution 2021-51, Support Job Creation Fund Application** – Councilmember Knafla introduced and moved for the adoption of Resolution 2021-51, a Resolution of Support for a Job Creation Fund Application to the Minnesota Department of Employment and Economic Development for an award/rebate from the Job Creation Fund for North Freeze Dry, LLC. 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 2021-51 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2021-56, Authorize Acquisition of Property and Agreements, Independent School District 482** – Councilmember Hanson introduced and moved for the adoption of Resolution 2021-56, a Resolution of Authorizing the Acquisition of Property from Independent School District 482 for the sum of \$1, and further Authorizes the Execution of a Purchase Agreement, Purchase and Tax Increment Financing Agreements, and all other Agreements in Substantial Form as Submitted. Councilmember Knafla 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 2021-56 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

3. **Resolution 2021-57, Authorize Purchase and Development Agreement, North Freeze Dry, LLC** – Councilmember Knafla introduced and moved for the adoption of

Resolution 2021-57, a Resolution of Authorizing the Execution of a Purchase and Development Agreement, and all other Agreements in Substantial Form as Submitted, with North Freeze Dry, LLC. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Gosiak, Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, and Hanson. Nays: none. Council President Hircock then declared said Resolution 2021-57 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

4. **Ordinance No. 23, Seventh Series, Authorize and Direct Sale of Property, North Freeze Dry, LLC** – Councilmember Hanson introduced Ordinance No. 23, Seventh Series, an Ordinance Authorizing and Directing the Sale of Certain Property to North Freeze Dry, LLC, for the sum of \$1.

b. **Resolution 2021-58, Authorize Purchase and Development Agreements, Community Asset Development Group, LLC** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2021-58, a Resolution of Authorizing the Execution of Purchase and Development Agreements, and all other Agreements in Substantial Form as Submitted, with Community Asset Development Group, LLC. Councilmember Liljegren 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 2021-58 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

c. **Recommendation of Airport Commission, Resolution 2021-46A, Authorize Agency Agreement for Federal Airport Expenses Reimbursement** – Motion was made by Councilmember Hanson to accept the recommendation of the Airport Commission, and introduced and moved for the adoption of Resolution 2021-46A, a Resolution of Authorizing the Execution of an Agency Agreement with the Minnesota Department of Transportation for Federal Airport Expenses Reimbursement under Contract 1046755. Councilmember Gosiak 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 2021-46A to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

d. **Recommendation of Heritage Preservation Commission, Submittal of Certified Local Government Grant Application, Historic Site Survey Update** – Motion was made by Councilmember Lundberg, seconded by Councilmember Hanson to accept the recommendation of the Heritage Preservation Commission, and authorized the submittal of a Certified Local Government Grant Application to the Minnesota Department of Administration, State Historical Preservation Office, for a Historic Site Survey with a 70-30% match, and should said grant be approved, further authorize the execution of documents/agreements necessary to receive said funds. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

e. **Recommendations of Review Committees, Requests for Proposals**

1. **Website, JesseJames Creation** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to accept the recommendation of the Website Advisory Committee, and authorized staff to work on the contract documents for the website design and update with JesseJames Creative, New York, NY, in an amount not to exceed \$48,750, to be charged to the IT Budget and Equipment Fund. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Residential Recycling, Republic Services** – Motion was made by Councilmember Knafla, seconded by Councilmember Gosiak to accept the recommendation of Recycling Advisory Committee, and authorized staff to work on the contract documents with Republic Series Inc., Sauk Rapids, for the curbside one and two family residential recycling collection beginning January 1, 2022. Following discussions, Councilmembers Knafla and Gosiak rescinded their motion. Motion was then made by Councilmember Storlie, seconded by Councilmember Hanson to postpone a decision on this recommendation for the one and two family residential to the June 21, 2021, at regular City Council meeting. Ayes: Knafla, Liljegren, Lundberg, Hircock, Storlie, Hanson, and Gosiak. Nays: Zylka. Motion carried.

f. **Zoning Administrator Report and Recommendations of Planning Commission**

1. **Ordinance No. 25, Seventh Series, Amend City Code Chapters 6 and 11, Mobile Food Units, Box Eaves, and Portable Storage Units** – Councilmember Gosiak accepted the recommendations of the Zoning Administrator and Planning Commission, and introduced Ordinance No. 25, Seventh Series, an Ordinance Amending City Code Chapters 6 and 11 relating to the establishment of a Mobile Food Unit, it's licensing and requirements; boxed eaves on accessory structures and dwellings; amendment of the time limits on portable storage units; and removing separate residential requirements within the Noncentral Business District B-2.

2. **Ordinance No. 25A, Seventh Series, Summary Publication of Ordinance No. 25, Seventh Series** – Councilmember Knafla accepted the recommendations of the Zoning Administrator and Planning Commission, and introduced Ordinance No. 25A, Seventh Series, an Ordinance Authorizing the Summary Publication of Ordinance No. 25, Which Amends City Code Chapters 6 and 11 relating to the establishment of Mobile Food Unit licensing and requirements; boxed eaves on accessory structures and dwellings; time limits on portable storage units; and removing separate residential requirements within the Noncentral Business District B-2.

3. **Ordinance No. 26, Seventh Series, Zoning of Property, 17502 Haven Road** - Councilmember Storlie accepted the recommendations of the Zoning Administrator and the Planning Commission, and introduced Ordinance No. 26, Seventh Series, an Ordinance Zoning the Property located at 17502 Haven Road, Industrial I.

g. **Sale of Property, CenterPoint Energy Resources Corp.**

1. **Purchase Agreement** – Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to authorize the execution of a Purchase Agreement with CenterPoint Energy Resources Corp. for purchase of Lots 3 through 5, Block One, Chief Hole-in-the-Day Addition. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Ordinance No. 24, Seventh Series, Authorize and Direct the Sale of Property, CenterPoint Energy Resources Corp.** – Councilmember Hanson introduced and moved for the adoption of Ordinance No. 24, Seventh Series, an Ordinance Authorizing and Directing the Sale of Certain Property in Chief Hole-in-the-Day Addition to CenterPoint Energy Resources Corp. for the sum of \$99,000.

h. **Interview Committee Recommendation, Lacey Burgardt, Administrative Specialist** – Motion was made by Councilmember Liljegren, seconded by Councilmember Knafla to accept the recommendation of the Interview Committee, and appointed Lacey Burgardt to the Administrative Specialist position at the Police Department, at Pay Grade 5, Step 1, \$24.34 per hour, effective May 18, 2021. 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**

11. **ANNOUNCEMENTS**

12. **ADJOURNMENT**

Council President Hircock adjourned the meeting at 9:03 p.m.

Respectfully submitted,



Wendy J. Zylka