

REGULAR CITY COUNCIL MEETING ~ MARCH 20, 2023; AND
CLOSED CITY COUNCIL MEETING ~ MARCH 20, 2023

1. **CALL TO ORDER**

The regular meeting of the City Council of the City of Little Falls was called to order by Council President Knafla on Monday, March 20, 2023, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Hanson, Gosiak, Council President Knafla, and Mayor Zylka were present. Councilmember Glaze was absent. It was determined there was a quorum present.

2. **APPROVAL OF AGENDA**

Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to approve the agenda of March 20, 2023, as presented. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

3. **APPROVAL OF MINUTES**

Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to approve the City Council minutes of the special work session of March 6, 2023; and the regular meeting of March 6, 2023; as presented. Ayes: Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Abstention: Lundberg. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Liljegren, seconded by Mayor Zylka to approve the bills totaling \$226,857.89 for checks 108439 through 108531. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

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

6. **CONSENT AGENDA**

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

- a. Received and placed on file the Animal Control report for February 2023; and
- b. Approved to the Minnesota Charitable Gambling Control Board, an Application to Conduct Off-Site Gambling to allow a raffle and pulltabs as requested by the Minnesota Fishing Museum at 304 West Broadway, for November/December 2023; and
- c. Received and placed on file the Building report for January and February 2023; and
- d. Received and placed on file the Heritage Preservation Commission Minutes for February and March 2023; and
- e. Ratified and confirmed the Letter of Support for the Charles Weyerhaeuser Museum funding request; and
- f. Received and placed on file Morrison County Attorney's Prosecution report for January and February 2023; and
- g. Approved Off Sale Malt and Tobacco Licenses as requested by Little Falls One Stop LLC, as submitted, for 15237 183rd Street, contingent upon the appropriate paperwork, insurance, and fees being provided, and approval is granted by the Fire and Police Chiefs; and
- h. Received and placed on file the Police report for February 2023; and
- i. Received and placed on file the Public Works report for February 2023; and
- j. Received and placed on file the Reviewed Financial Statements of the Friends of Linden Hill, Inc., Friends of Pine Grove Zoo, and Little Falls Convention and Visitors Bureau, dated December 31, 2022, as presented by Schlenner Wenner & Co.; and
- k. Approved a Permanent Structure Sale of Fireworks, and Temporary Structure Sale of Fireworks License as requested by Walmart and American Promotional Events Inc., dba TNT Fireworks, in Walmart's parking lot as submitted, at 15091 Northeast Eighteenth Street, from June 12 through July 12, 2023, contingent upon the appropriate

paperwork, insurance, and fees being provided, and approval is granted by the Fire and Police Chiefs; and

l. Approved a Show License as requested by Great River Arts Association for their event in Le Bourget Park on July 27, 2023, from 6:00 p.m. to 9:00 p.m., contingent upon the appropriate paperwork, insurance, and fees being provided, and approval is granted by the Fire and Police Chiefs, and the Public Works Director/Engineer; and

m. Authorized the use of the City Hall parking lot at 100 Northeast Seventh Avenue, by the Morrison County Humane Society, for their fundraising event on May 6, 2023, contingent upon them cleaning up after the event and holding the City of Little Falls harmless; and

n. Received and placed on file the Wastewater report for February 2023.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Public Hearings**

1. **Resolution 2023-22 Tax Increment Financing District** – Mayor Zylka introduced and moved for the adoption of Resolution 2023-22, a Resolution Approving the Modification of Municipal Development District No. 1, Modification of the Development Program Relating Thereto; the Establishment of Tax Increment Financing District No. 44 Within Municipal Development District No. 1; and Adoption of the Tax Increment Financing Plan Relating Thereto. Councilmember Gosiak seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: Glaze (absent). Council President Knafla then declared said Resolution 2023-22 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2023-23 Minnesota Investment Fund Application, Falls Fabricating LLC** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2023-23, a Resolution Approving the Minnesota Investment Fund Application for Falls Realty LLC dba Falls Fabricating LLC Expansion Project. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Meyer, Zylka, Knafla, Hanson, Gosiak, and Lundberg. Nays: Glaze (absent). Council President Knafla then declared said Resolution 2023-23 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

3. **Resolution 2023-26, Approve Business Subsidy, Falls Fabricating LLC** – Mayor Zylka introduced and moved for the adoption of Resolution 2023-26, a Resolution Approving Business Subsidy as requested by Falls Realty LLC/Falls Fabricating LLC. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Meyer, Zylka, Knafla, Hanson, Gosiak, Lundberg, and Liljegren. Nays: Glaze (absent). Council President Knafla then declared said Resolution 2023-26 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

b. **Lettings**

1. **Airport Commission Recommendation, Extension of Taxilane, Burski Excavating, Airport** – Motion was made by Councilmember Lundberg, seconded by Councilmember Meyer to accept the recommendation of the Airport Commission and awarded the low bid of \$241,341.25 from Burski Excavating, Inc., Rice, for the taxilane extension project at the Little Falls/Morrison County Airport, to be charged to the Airport Improvement Fund, contingent upon the grant being awarded for the project. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Elevator Maintenance, MEI USA, Library** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to award the quotation of \$15,893.06 from MEI Total Elevator Solutions, Mendota Heights, for the Library elevator improvements, to be charged to the Equipment Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Garage Door Replacements, Central MN Door Service, Wastewater** – Motion was made by Councilmember Hanson, seconded by Councilmember Gosiak to award the low quotation of \$15,013 from Central MN Door Service, Little Falls, for the garage

door replacements, for the Wastewater facility, to be charged to Wastewater Repair. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

4. **Public Facilities Authority Funding Applications, Bolton & Menk Inc., Public Improvements 399 and 403** – Motion was made by Councilmember Hanson, seconded by Councilmember Meyer to award the proposal from Bolton & Menk, Inc., Baxter, at \$20,000 to assist in the funding applications to the Public Facilities Authority for funding the proposed utility improvements on Fourth Street Northeast and on First Street Northeast, with \$7,500 to be charged to Public Improvement 399, and \$12,500 to be charged to Public Improvement 403. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

5. **Surface Improvements, Asphalt Surface Technologies Corporation, Streets** – Motion was made by Councilmember Meyer, seconded by Mayor Zylka to award the low bid of \$167,745.96 from Asphalt Surface Technologies Corporation, St. Cloud, for the 2023 Surface Improvement Project, to be charged to the Street Improvement Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Resolution 2023-27, Authorize Submittal of Minnesota Department of Natural Resources Grant Application, Splash Pad** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2023-27, a Resolution Authorizing the Submittal of a Minnesota Department of Natural Resources' Outdoor Recreational Grant Application for a Splash Pad and Restroom/Changing Facility near Taylor Chebet Twitchell Playground. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Knafla, Hanson, Gosiak, Lundberg, Liljegren, and Meyer. Nays: Glaze (absent). Council President Knafla then declared said Resolution 2023-27 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

9. **NEW BUSINESS**

a. **Personnel**

1. **Personnel Policy 21, Training (Updated)** – Motion was made by Councilmember Lundberg, seconded by Councilmember Liljegren to approve Personnel Policy 21, Training, as updated. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Personnel Policy 45, Travel** – Motion was made by Councilmember Lundberg, seconded by Councilmember Liljegren to adopt Personnel Policy 45, Travel. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Ordinance No. 39, Seventh Series, Authorize and Direct Sale of Property, Falls Realty LLC** – Councilmember Hanson introduced Ordinance No. 39, Seventh Series, an Ordinance Authorizing and Directing the Sale of Certain Property to Falls Realty LLC.

c. **Resolution 2023-20, Large Scale Street and Sidewalk Sale License, Little Falls Areas Chamber of Commerce's Arts and Crafts Fair** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2023-20, a Resolution Establishing the Number of Arts and Crafts Vendors, Restricted Vehicle Parking and no Parking Areas Large Scale Street and Sidewalk License. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Hanson, Gosiak, Lundberg, Liljegren, Meyer, and Zylka. Nays: Glaze (absent). Council President Knafla then declared said Resolution 2023-20 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

d. **Resolution 2023-21, Large Scale Street and Sidewalk Sale License, West Side Improvement Association, West Little Falls Antiques and Collectibles** – Mayor Zylka introduced and moved for the adoption of Resolution 2023-21, a Resolution Establishing the Number of Antiques and Collectibles Vendors, Restricted Vehicle Parking and no Parking Areas, Large Scale Street and Sidewalk License. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Hanson, Gosiak, Lundberg, Liljegren, Meyer, Zylka, and Knafla. Nays: Glaze (absent). Council President Knafla then declared said Resolution 2023-21 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

e. **Resolution 2023-24, Agreement for Cultural Resources Monitoring, Minnesota Department of Transportation, Public Improvement 399** – Councilmember Hanson introduced and moved for the adoption of Resolution 2023-24, a Resolution Authorizing the Execution of an Agreement for Cultural Resources Monitoring Fourth Street Northeast Reconstruction Project (S.P. 136-106-012), with the Minnesota Department of Transportation. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Gosiak, Lundberg, Liljegren, Meyer, Zylka, Knafla, and Hanson. Nays: Glaze (absent). Council President Knafla then declared said Resolution 2023-24 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

f. **Resolution 2023-25, Morrison County Hazard Mitigation Plan Updates** – Mayor Zylka introduced and moved for the adoption of Resolution 2023-25, a Resolution Adopting Morrison County's All-Hazard Mitigation Plan. Councilmember Meyer seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: Glaze (absent). Council President Knafla then declared said Resolution 2023-25 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

g. **Submittal of Community Impact Funding Grant Application, Sourcewell, Firefighter Turnout Gear** – Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to authorize the submittal of a Community Impact Funding grant application to Sourcewell for turnout gear for firefighters and should the grant be awarded further authorize the execution of all documents necessary to receive said funds. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

10. **ANNOUNCEMENTS**

11. **ADJOURNMENT**

Council President Knafla recessed the meeting at 8:19 p.m. Council President Knafla reopened the meeting at 8:26 p.m.

Motion was then made by Councilmember Gosiak, seconded by Councilmember Hanson to go into a scheduled closed meeting at 8:26 p.m., pursuant to Minnesota Statutes, Chapter 13D.05, Subdivision 3(c), to determine the asking price of real property described as Parcel 48.6271.000. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to reopen the meeting at 9:00 p.m. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Hanson, and Gosiak. Nays: none. Motion carried.

Council President Knafla adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Wendy J. Zylka

Wendy J. Zylka (Apr 5, 2023 10:46 CDT)

Wendy J. Zylka