

The Cannon Falls City Council met in a regular session on Tuesday, June 2, 2020, at 6:30 p.m. in the City Council Chambers. Present were Mayor John Althoff and Council Members Morris Mattson, Bill Duncan, Derek Lundell (remotely), Mary Jill Bringgold, Matt Montgomery (remotely), and Steve Gesme (remotely). Also present were Neil Jensen, City Administrator; Laura Qualey, Community and Economic Business Specialist; Greg Anderson, City Engineer (remotely); Nicole Miller, Library Director (remotely); and Dianne Howard, Land Use Licensing and Permits (remotely).

- Call to Order            Mayor Althoff called the City Council meeting to order at 6:30 p.m.
- Roll Call                All members were present.
- Pledge of Allegiance    Mayor Althoff led in the recitation of the Pledge of Allegiance.
- Approval of Agenda    A motion was made by Council Member Duncan, seconded by Council Member Mattson and unanimously carried, to approve the Agenda.
- Presentation:  
Historical Society  
Update                    Mayor Althoff provided background information regarding the purchase of the property next to the museum by the City for the Cannon Falls Area Historical Society. He introduced Steve Dabelow, President of the Historical Society. Mr. Dabelow provided an update with regard to repayment. He reported that pledges and contributions have been received totaling approximately \$99,000. He discussed challenges related to the pandemic. He commented that it is his responsibility to raise the remaining funds. He expressed appreciation to the City Council for their patience. He noted that no funds will be spent on the house until the City has been reimbursed. He provided an update with regard to Historical Society activities, including work on a brochure and walking tour.
- Consent Agenda        A. Just and Correct Claims – Accounting Period Ending May 27, 2020  
B. Meeting Minutes for May 19, 2020, City Council Meeting  
~~C. Approve Mill and Overlay Quote~~  
*This item was pulled by Council Member Mattson*  
D. Resolution 2482, Providing for the Sale of \$3,780,000 General Obligation Refunding Bonds, Series 2020A  
E. Municipal Advisor Agreement with Northland Securities  
F. Hire Unscheduled Part-Time Employee for Ambulance Department
- A motion was made by Council Member Gesme, seconded by Council Member Bringgold and unanimously carried, to approve the Consent Agenda, minus item C.

Council Business:  
Baseball Discussion  
John Burch Park

City Administrator Jensen referenced a discussion he had with Council Member Montgomery regarding this topic.

Council Member Montgomery commented that he has received calls that the Archie Swenson Fields were being used by parents and kids who were abiding the Stay Safe Minnesota order and staying in groups of ten or less. He suggested consideration of opening the parks – including all of the playgrounds, Archie Swenson Fields, and John Burch Park – if the guidelines are followed. He noted that he would like the discussion to include Archie Swenson Fields and allow the CFYA to hold practices there, as long as they are abiding by the rules. He commented as of June 1 Phase 2 of the Stay Safe Minnesota order is in place, which allows for youth sports in groups of less than ten. He noted that no games, tournaments, or travel are included in this phase. He stated his position that it is time to move forward to allow these practices and open up the parks, with posted signs detailing the regulations.

Mayor Althoff asked for clarification of whether this would just be practices. Council Member Montgomery provided clarification and relayed information he had obtained from the Governor's Office. He also noted that he has discussed this with the CFYA, and they are fine with having groups of less than ten.

Council Member Bringgold asked whether adult games would be allowed. Council Member Montgomery provided clarification that there would be no games, just practices. He noted that games will not be allowed until Phase 3 is instituted. It was noted that the rules are no different for adult players.

Council Member Lundell noted that he was contacted by the person who is in charge of the volleyball league, requesting to be included in this discussion. Council Member Montgomery stated his understanding of the Phase 2 guidelines, which state that as long as people are abiding by the rules, certain outdoor activities are allowed. Council Member Montgomery commented that families are looking for things to do now that school is over. He stated his opinion that as long as people abide by the rules and try to stay safe, the parks should be allowed to be open.

Council Member Duncan requested clarification of whether the rules would allow for nine players and a coach. He asked how the Bears would be able to abide by the rules of less than ten players. Council

Member Montgomery stated that the Bears would need to be contacted as to how they are planning to stay within the guidelines.

Mayor Althoff commented that the equipment barriers have been taken down in the parks.

Council Member Montgomery stated that there were signs posted that indicated that the parks were closed by the Department of Public Works. He noted that until the City Council declares that the parks are open, these signs cannot be removed and replaced with other signs indicating the parks are open.

Council Member Bringgold offered a suggestion that the signs be taken down and not replaced with new signs, noting that everyone should know about social distancing and other guidelines.

A motion was made by Council Member Montgomery, seconded by Council Member Lundell, to open Archie Swenson Fields for use by the CFYA, open the volleyball courts to groups of ten or less, open all parks in Cannon Falls to the public, and remove the current signage, effective immediately.

Council Member Gesme noted that John Burch Park had not been mentioned in the motion.

Council Member Bringgold commented that she did not feel this motion should be limited to CFYA or any other groups and the motion should just be stated as groups.

The motion was amended to open Archie Swenson Fields, the volleyball courts, and John Burch Park for use by groups of ten or less; open all parks in Cannon Falls to the public; and remove the current signage, effective immediately.

A vote was taken, and the amended motion carried unanimously.

Council Member Montgomery commented he has also received questions from the public relating to the tennis courts. He stated his understanding that the tennis courts are on shared property with the School District. He summarized discussions with Principal Hodges and Superintendent Sampson related to putting something in writing to this effect.

Council Member Montgomery noted that the School District is following Minnesota State High School League rules and is working

on safety precautions. He noted that the tennis courts will remain closed until at least June 15.

Mayor Althoff stated the school will need to abide by those rules. He stated his understanding that the City contributed financially to the tennis courts, but they are located on school property.

Farmers Market  
Details and Grant  
information

Dianne Howard provided background information. She stated that she wanted to dispel any rumors that the City wants to shut down the Downtown Farmers Market. She stated, as a partner with the EDA, the City's primary goal is to support any and all businesses in Cannon Falls. She noted that three years ago the City was approached to participate in the Food Aggregation Pioneer Program. She discussed this agreement and the requirements of this grant. She stated that the only market location that could comply with the food handling and other requirements was Artisan Plaza. She stated that the City was also invited to participate in the Farm to School Program and has received grant funding toward this program. She noted that there are very stringent requirements relating to the use of this grant funding. She reported that permission was recently granted to free up \$400 of this funding to give to the School District toward its food program.

Cannon Valley Senior  
Center

Mayor Althoff made reference to a prior request from the Senior Center for an additional \$2,000 in funding assistance from the City.

Council Member Duncan spoke in support of the funding request. He referenced a budget allocation of \$7,500 to the Cannon Valley Fair and suggested reallocating \$2,000 of this funding to the Senior Center, as this year's fair and parade have been cancelled. He commented that the Fair Board could decide to use remaining funding toward a fireworks display.

He commented that the Senior Center has assisted with selling tickets and parking during the Cannon Valley Fair as a fundraiser. He discussed challenges associated with raising funds during the pandemic.

Mayor Althoff expressed opposition to the proposed reallocation. He noted that he has served on the Fair Board and offered an explanation that the \$7,500 received from the City assists with costs associated with the parade and the fireworks. He commented that fireworks are very expensive.

Council Member Lundell asked if this money has already been distributed to the Fair Board. It was noted that the funds have not yet been distributed.

Council Member Bringgold commented that both the fair and the parade have been cancelled this year. She suggested, as this funding has already been allocated, considering less funding to the Cannon Valley Fair next year. She suggested considering an increased financial contribution to the Senior Center, if resources are available, in lieu of taking funds from one group and giving them to another group.

Mayor Althoff reiterated that fireworks cost between \$10,000 and \$11,000. Council Member Bringgold stated her opinion that the Fair Board should work on how to cover this expense.

A motion was made by Council Member Duncan, seconded by Council Member Bringgold, to provide an additional \$2,000 to the Cannon Valley Senior Center this year.

Council Member Montgomery commented that these are tough times and the City would like to help every organization. He stated his opinion that it would set a bad precedent to give an additional \$2,000 to this organization. He stated that there should be more discussion of what the funding would be used for and why it is needed.

Council Member Duncan commented that Council Member Montgomery had been in favor of reducing the licensing fees without questioning where that money was going. Council Member Montgomery provided an explanation that liquor license revenue is collected by the City, adding that the City has already approved a financial contribution to the Senior Center.

Council Member Bringgold expressed agreement that the rebates that were given back were to for-profit businesses, and the Senior Center is a nonprofit organization. She commented that the Senior Center probably raises \$2,000 by selling tickets at the Cannon Valley Fair. It was confirmed that the Senior Center earns more money than that and is losing out on all that income. Council Member Bringgold reiterated her agreement with allocating additional funding to the Senior Center this year.

Council Member Mattson stated that a few years ago the Senior Center was in dire need of funding.

Council Member Montgomery asked where this money would come from.

Administrator Jensen provided an explanation that this money would come out of a contingency that is built into the budget.

Council Member Lundell stated his preference for maintaining the current financial contributions. He suggested discussing financial contributions as part of the budget planning process for next year. He commented that many nonprofit organizations are being adversely impacted by the pandemic.

A roll call vote was conducted. Council Members Bringgold, Duncan, Gesme, and Mattson voted aye; Council Members Lundell and Montgomery voted nay. Four ayes; two nay; motion carried.

Request for Proposals  
Professional  
Engineering Services  
Packet Approval

Administrator Jensen provided background information and referenced past Council discussion of an RFP process for professional engineering services. He discussed the application packet and noted a submission deadline of July 1. He suggested that a selection committee choose three finalists to make presentations to the City Council in a workshop setting.

It was noted that there had been a discussion during the Public Works Commission meeting regarding the composition of the selection committee. Administrator Jensen reviewed a recommendation for one member from the Public Works Commission, one member from the Finance Committee, the Mayor, the Street Supervisor, the Utility Supervisor, and himself.

A motion was made by Council Member Duncan, seconded by Council Member Lundell and unanimously carried, to approve the RFP application and selection process for professional engineering services.

Tilion Brewery et al  
Request to Use City  
Property

Community and Economic Business Specialist Qualey referenced a discussion during a prior City Council meeting regarding this request. She provided a summary of the plans that several businesses have in place to comply with the Governor's Executive Order 20-56. She reviewed a request for Tilion, Chuggers, Brewster's, and Nick's Downtown Diner to temporarily occupy the sidewalks contiguous to their businesses during this executive order.

Council Member Duncan referenced a request pertaining to Nick's Downtown Diner relating to sidewalk seating on their sidewalk. Ms.

Qualey provided additional background information and noted that this will be a temporary situation. She provided an explanation of what the different businesses have planned for barriers and seating.

Mayor Althoff commented with regard to liquor licenses being expanded to cover these areas. Ms. Qualey provided additional information in this regard and addressed liability concerns.

A motion was made by Council Member Bringgold, seconded by Council Member Gesme, to approve the request of businesses to utilize public property to temporarily accommodate outdoor seating.

Council Member Montgomery referenced discussion of businesses and municipalities working together to find creative solutions under the current restrictions. He asked whether the proposed plan will serve this purpose. Ms. Qualey summarized discussions with local businesses, which have expressed concerns relating to staffing and other issues. She stated that businesses are just trying to keep their heads above water at this point.

Mayor Althoff commented that the City is trying to accommodate business requests to help them out through this time.

A vote was taken, and the motion carried unanimously.

Approve to Hire a  
Public Works Director

Administrator Jensen noted there was a consensus of the Finance Committee to wait until the Stay in Place order was lifted so individual interviews could be conducted while still social distancing. He stated that Wes Anway has made the decision to move back into his former position and step back from the Interim Public Works Director position. He suggested moving ahead with hiring a Public Works Director. The composition of the selection committee was discussed.

A motion was made by Council Member Gesme, seconded by Council Member, to move forward with the application and interview process for a Public Works Director.

Council Member Duncan asked whether the entire Council will interview and vote on the final candidate. A discussion was held, and there was a consensus that the committee will make a recommendation to the City Council. It was noted that a work session may be scheduled for further discussion.

A vote was taken, and the motion carried unanimously.

Approve Mill and  
Overlay Quote

Council Member Mattson commented that the project bids were favorable. He asked City Engineer Anderson for clarification of the project scope. Engineer Anderson discussed the bid process and project scope. He indicated that he will check with Rochester Sand & Gravel with regard to the additional parking lot work. Mayor Althoff asked whether Barkley Circle could be included in this project, as the bid came in under budget. City Engineer Anderson indicated that he will look into this possibility.

A motion was made by Council Member Mattson, seconded by Council Member Duncan and unanimously carried, to approve the mill and overlay bid and to authorize up to the budgeted amount of \$130,000 in order to include the parking lot at the Public Safety Building and potentially include East and West Barkley Circle in the project area.

Reports:  
Council  
Committees/  
Commissions

Kyle Paulson, President of the Cannon Falls Area Chamber of Commerce, expressed appreciation to Community and Economic Business Specialist Qualey, CEDA, and the Cannon Falls EDA for the matching funds toward a grant from the Blandin Foundation for Growth Zone, also known as Chamber Master. She provided an explanation of this program and stated that these funds will assist Chamber businesses immensely. Ms. Paulson reported that a group has purchased more than \$3,500 in Chamber Dollars. She noted that these have been distributed and this will be spent at Cannon Falls businesses. She expressed appreciation for this purchase. She noted that the Discover Cannon Falls guides are being shipped out and distributed in the community. She noted that a decision has not yet been made with regard to whether the July 14 Fun Fest will be held.

Council Member Montgomery reported that the Trail Board has not met recently, but the trail is open and looks great. He noted that a busy year is anticipated on the trails. Council Member Bringgold commented with regard to the bridge work.

Council Member Bringgold noted the Finance Committee met recently and discussed the Public Works Director position. She noted that the budget planning process will begin soon. She encouraged department heads and Council Members to attend Finance Committee meetings.

It was noted that a Planning Commission meeting is scheduled on June 8.



Staff

Library Director Miller provided an update with regard to preparations for reopen the Library. She discussed a phased reopening process, noting that browsing appointments will be offered beginning on June 8. She stated that all services that are in place now will continue and provided an update regarding upcoming programs. She commented that this has been a difficult process.

Administrator Jensen provided an update with regard to the former Cannonball property. He noted that demolition work is expected to be completed by the end of July.

Administrator Jensen also provided an update on the trail connection grant project through Hannah's Bend Park. He noted that an archeological survey is in the process of being completed.

Administrator Jensen noted that the Vehicle License Center is currently open and has been busy.

Administrator Jensen discussed the Public Works Commission meeting schedule.

Administrator Jensen recommended that City Hall should reopen at the same time that Goodhue County offices reopen.

Mayor and Council

Council Member Montgomery expressed congratulations to the Class of 2020. He commented that he felt the school handled the graduation ceremony as best as possible. He commented that he felt the parade afterwards was conducted in a very safe and efficient manner and was wonderful.

Mayor Althoff reported the Cannon Valley Fair and the Fourth of July Parade have been cancelled.

Mayor Althoff stated that he was contacted by the Rotary Club to place a plaque on the gazebo at the head of the trail Downtown commemorating the passing of two of their members, Paul Bringgold and Richard Dalton. He noted that he had offered the suggestion of a commemorative bench, and they were going to check into that. Council Member Duncan commented that a morning coffee group is considering a bench at John Burch Park to honor Richard Dalton. Mayor Althoff indicated that he will contact the Rotary Club and discuss this further.

Public Input

Mayor Althoff reviewed the public input procedure.

Tim Mahle, Cannon Falls, reported that the Cannon Falls Downtown Farmers Market opened last weekend. He noted that the market has the only hands-free wash station in town. He noted that there is a licensed food hub in Cannon Falls. He commented that the food hub is not getting any food from the growers that are listed. He stated that he contacted five out of the seven listed vendors from Artisan Plaza, who expressed disappointment with the process. He expressed concerns related to the use of grant funding. He noted that this is the third year of this food hub and stated that food is not being supplied to the schools. He requested Council input relating to this matter, and it was noted that the City Council does not take action on items brought up during the public input period.

No one else came forward to speak during the public input period.

Adjournment

A motion was made by Council Member Duncan, seconded by Council Member Mattson and unanimously carried, to adjourn the meeting. The meeting adjourned at 7:39 p.m.

Adopted by the City Council of the City of Cannon Falls on the 16<sup>th</sup> day of June, 2020.

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John O. Althoff, Mayor

ATTEST:

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Neil L. Jensen, City Administrator