

The Cannon Falls City Council met in a regular session on Tuesday, March 21, 2023, in the City Council Chambers. Present were Mayor Matt Montgomery and Council Members Laura Kronenberger, Derek Lundell, Steve Gesme, Lisa Groth, Ryan Jeppesen, and Diane Johnson. Also present were Neil Jensen, City Administrator; Dan Howard, Public Works Director; Sara Peer, City Clerk; Dianne Howard, Zoning Administrator; Laura Qualey, Community & Economic Business Specialist; and Jeffrey McCormick, Police Chief.

Call to Order Mayor Montgomery called the City Council meeting to order at 6:30 p.m.

Roll Call Roll call was conducted. All members were in attendance.

Pledge of Allegiance Mayor Montgomery led the recitation of the Pledge of Allegiance.

Approval of Agenda A motion was made by Council Member Lundell, seconded by Council Member Johnson and unanimously carried, to approve the Agenda as presented.

Public Input There was no public input.

Public Hearing:
Introduction and First
Reading of Ordinance
391, an Ordinance of
the City of Cannon
Falls, Minnesota,
Authorizing the Sale
of Parcel
No. 52.420.0160

City Administrator Jensen provided background information. He reviewed a request from Casey Underdahl to purchase a lot that the City acquired from SEMMCHRA, in order to enlarge his lot and create a larger rear yard. He summarized discussion by the Finance Committee, which has recommended a sale price of \$10,000 for the parcel. He stated that, if the sale is approved, the two lots would be combined administratively into one parcel. Mayor Montgomery described the location of the parcel under discussion.

Mayor Montgomery opened the Public Hearing at 6:33 p.m. No one spoke during the Public Hearing. Mayor Montgomery closed the Public Hearing at 6:34 p.m.

A motion was made by Council Member Gesme, seconded by Council Member Jeppesen, to introduce Ordinance 391, authorizing the sale of Parcel No. 52.420.0160 to Casey Underdahl for \$10,000. A vote was conducted, and the motion carried unanimously.

Presentation:
2022 Annual EDA and
Planning Presentation

Community & Economic Business Specialist Qualey summarized the 2022 EDA Annual Report. She reviewed the members of the EDA. She discussed contributions from Goodhue County and Vasa Township toward a water tower ring to facilitate the placement of communications equipment. She discussed grant funding toward the

purchase of an ADA-compliant lift chair at the pool. She discussed a grant award that the Cannon River Winery received from the USDA.

Ms. Qualey referenced other grant applications. Mayor Montgomery discussed a State bonding bill request toward the John Burch Park retaining wall project. She reported that a grant application toward an Emerald Ash Borer project was not approved.

Ms. Qualey provided an update regarding the Keller-Baartman housing development. She reviewed local business expansion projects. She discussed the Hardwood Estates project. She detailed current business loans and reviewed the year-end loan balance.

Ms. Qualey provided an EDA and City-owned property update. She discussed the transfer of property to the Housing Initiative.

Ms. Qualey reviewed marketing campaigns, events, and collaborations. A marketing video was viewed.

Ms. Qualey reviewed 2022 EDA goals and accomplishments.

Plans for Raw Bistro to relocate to the Industrial Park were discussed.

Zoning Administrator Howard provided a planning update. She reviewed the members of the Planning Commission. She summarized 2022 planning activities, including approved variances, conditional use permits, an administrative subdivision for a lot split, an annexation, a final plat, and administrative permits. She also detailed rezoning activities, ordinance amendments, building permits, and business permits and licenses.

Consent Agenda

- A. Just and Correct Claims – Accounting Period Ending March 16, 2023
- B. Meeting Minutes for March 7, 2023, City Council Meeting
- C. Approve Hire of Thomas Miller to the Fire Department
- D. Approve Hire of Seth Flodeen to the Fire Department
- ~~E. Approve City Attorney Contract~~
This item was pulled by Council Member Lundell
- F. Approve Advertisement of Public Works Director and Zoning Administrator Positions
- G. Approve Cannon Valley Trail Funding
- H. Accept Police Officer Resignations and Approval to Fill Positions

A motion was made by Council Member Johnson, seconded by Council Member Groth and unanimously carried, to approve the Consent Agenda as presented, minus Item E.

Council Business:

City Attorney
Attendance

City Administrator Jensen provided background information and referenced past Council discussion of this topic. He reviewed the results of his research in this regard, including past meeting minutes and an opinion from former City Attorney Roger Knutson, who indicated that the City Attorney is not required to attend all Council meetings.

Approve City Attorney
Contract

Council Member Lundell suggested a language revision to the contract, based on the previous discussion. It was suggested to state "attend meetings as requested."

A motion was made by Council Member Lundell, seconded by Council Member Gesme, to approve the City Attorney contract as presented, with the language change relating to meeting attendance as discussed. A vote was conducted, and the motion carried unanimously.

Police Retention and
Recruiting

Police Chief McCormick reviewed a Memorandum of Understanding (MOU) to allow the utilization of two part-time officers in a full-time capacity, due to current officer vacancies, along with ways to promote retention of the current officers. Chief McCormick summarized recommendations by the Police Commission in this regard, including providing salary adjustments within steps for current officers and advancing salary steps more quickly for new officers. He stated that the MOU has been reviewed and approved by the City Attorney and by a labor union representative. Chief McCormick referenced his comments during the work session with regard to staffing challenges and suggested evaluating officer compensation.

Council Member Johnson inquired regarding the current number of full-time officers, and Chief McCormick provided this information.

Council Member Groth asked about the possibility of an employment agreement with new officers. Chief McCormick referenced the labor contract and discussed current industry trends.

Council Member Johnson asked about the use of part-time officers. Chief McCormick reviewed information in this regard and provided a long-term outlook.

A motion was made by Council Member Lundell, seconded by Council Member Johnson and unanimously carried, to approve the Memorandum of Understanding as drafted.

Reports:

Council Committees /
Commissions /
Nonprofit
Organizations

Community & Economic Business Specialist Qualey further discussed the upcoming Feast! local foods event and trade show. She also provided a Chamber update, noting that Chamber has moved to a temporary location. She discussed the upcoming Easter egg hunt on April 8. She discussed a Veterans Memorial grand opening on May 14. She reviewed other upcoming Chamber events, including a Fun Fest on June 1, a golf tournament on June 19, and a Cannon Cruisers event on August 4.

Staff

Public Works Director Howard reviewed public works activities. He also discussed staffing challenges.

Police Chief McCormick noted that, while winter parking restrictions will end on March 31, residents are still encouraged to move their vehicles during snow events. He also summarized topics of discussion during a recent Police Commission meeting and provided a staffing update.

City Administrator Jensen discussed staffing during the transition period.

Mayor and Council

Mayor Montgomery reviewed topics of discussion during a recent Finance Committee meeting.

Council Member Groth discussed an upcoming Library anniversary celebration.

Council Member Johnson expressed appreciation to Public Works Director Howard and Zoning Administrator Howard for their service to the community.

Adjournment

A motion was made by Council Member Lundell, seconded by Council Member Johnson and unanimously carried, to adjourn the meeting. The meeting adjourned at 7:21 p.m.

Adopted by the City Council of the City of Cannon Falls on the 4th day of April, 2023.

Matt Montgomery, Mayor

ATTEST:

Neil L. Jensen, City Administrator