

City of Little Falls

**REGULAR CITY COUNCIL MEETING ~ JANUARY 19, 2016**

**1. CALL TO ORDER**

The regular meeting of the City Council of the City of Little Falls was called to order by Council President Hanfler at 7:30 p.m. on Tuesday, January 19, 2016, in the Council Chambers at City Hall. Councilmembers Boyum, Hircock, Liljegren, Hanson, Gosiak, Knafla, Council President Hanfler, and Mayor Zylka were present. It was determined there was a quorum.

**2. APPROVAL OF AGENDA**

Council President Hanfler amended the agenda by adding item 6.q. and 7.b.4. Motion was made by Councilmember Gosiak, seconded by Councilmember Hircock to approve the agenda of the regular City Council meeting of January 19, 2016, as amended. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. 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 regular meeting of January 4, 2016, as amended. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

**4. APPROVAL OF BILLS**

Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to approve the bills totaling \$165,098.25 for check numbers 93381 through 93441. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

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

**6. CONSENT AGENDA**

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

- a. Authorized the execution of an agreement with Schlenner Wenner and Co. to prepare financial statements for the Morrison County Animal Humane Society for years ending December 31, 2015, 2016 and 2017; and
- b. Received and placed on file the Airport Commission minutes of October and November 2015; and
- c. Received and placed on file the Animal Control report for December 2015; and
- d. Received and placed on file the Building Department report for December 2015; and
- e. Received and placed on file the Fire Department report for December 2015; and
- f. Received and placed on file the Heritage Preservation Commission minutes of October 2015; and
- g. Received and placed on file the Housing and Redevelopment Authority minutes of December 2015; and
- h. Received and placed on file the Investment Recap dated December 31, 2015; and
- i. Approved the Mayor's appointments to various authorities, boards, bureaus, commissions, and committees with the terms as presented, and further dissolved the Area Recreational Complex, Downtown Beautification and Youth Task Forces; and
- j. Received and placed on file the Morrison County Attorney's Prosecution report for November 2015; and
- k. Received and placed on file the Park, Recreation and Tree Board minutes of November 2015; and
- l. Received and placed on file the Police Department report for December 2015; and
- m. Received and placed on file the Public Works Department report for December 2015; and
- n. Received and placed on file the Recycling reports for October, November and December 2015 and the annual 2015 Recycling report; and
- o. Received and placed on file the Wastewater Treatment facility report for December 2015; and
- p. Received and placed on file the Water Treatment facility report for December 2015; and

q. Approved the Water/Wastewater Superintendent job description as amended and authorized the readvertisement of said position.

Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none.  
Motion carried.

## 7. **PUBLIC HEARINGS AND LETTINGS**

### a. **Public Hearings**

1. **Resolution 2016-03, Order in Public Improvement 374, Surface and/or Utility Improvements, Third Street Northeast** – Council President Hanfler opened a scheduled public hearing at 7:38 p.m. on Tuesday, January 19, 2016, to consider ordering in Public Improvement 374, surface and/or utility improvements on Third Street Northeast between Fourth Avenue Northeast and a point approximately 1,160 feet northerly, [i.e. BNSF Railway tracks]. Public Works Director Kimman presented the affidavit of publication, reviewed the costs of the proposed project, reviewed the deferral of assessment policy for those 65 years of age or older or handicapped individuals both meeting income guidelines; and that this project may be combined with others for the purpose of bonding. No one asked questions. Council President Hanfler closed the public hearing at 7:56 p.m. Councilmember Gosiak introduced and moved for the adoption of Resolution 2016-03, a Resolution Ordering in Public Improvement 374, Surface and/or Utility Improvements on Third Street Northeast. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Council President Hanfler then declared said Resolution 2016-03 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

2. **Resolution 2016-04, Order in Public Improvement 374, Surface and/or Utility Improvements, Fourth Street Northwest** – Council President Hanfler opened a scheduled public hearing at 7:58 p.m. on Tuesday, January 19, 2016, to consider ordering in Public Improvement 374, surface and/or utility improvements on Fourth Street Northwest between Broadway and First Avenues Northwest. Public Works Director Kimman presented the affidavit of publication, reviewed the costs of the proposed project, reviewed the deferral of assessment policy for those 65 years of age or older or handicapped individuals both meeting income guidelines; and that this project may be combined with others for the purpose of bonding. No one asked questions. Council President Hanfler closed the public hearing at 8:05 p.m. Councilmember Hanson introduced and moved for the adoption of Resolution 2016-04, a Resolution Ordering in Public Improvement 374, Surface and/or Utility Improvements on Fourth Street Northwest. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, Knafla, and Boyum. Nays: none. Council President Hanfler then declared said Resolution 2016-04 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

3. **Resolution 2016-05, Order in Public Improvement PIR, Surface Improvements, Sidewalks** – Council President Hanfler opened a scheduled public hearing at 8:07 p.m. on Tuesday, January 19, 2016, to consider ordering in Public Improvement PIR, surface improvements to various sidewalks throughout the City. Public Works Director Kimman presented the affidavit of publication, reviewed the costs of the proposed project, reviewed the deferral of assessment policy for those 65 years of age or older or handicapped individuals both meeting income guidelines; and that this project may be combined with others for the purpose of bonding. Asking questions was: Brent Carry, 22897 – 55<sup>th</sup> Avenue, Randall. Council President Hanfler closed the public hearing at 8:17 p.m. Councilmember Gosiak introduced and moved for the adoption of Resolution 2016-05, a Resolution Ordering in Public Improvement PIR, Surface Improvements to Various Sidewalks throughout the City. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Zylka, Hanfler, Hanson, Gosiak, Knafla, Boyum, and Hircock. Nays: none. Council President Hanfler then declared said Resolution 2016-05 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. **Point of Sale Equipment, Golf Course** – Motion was made by Mayor Zylka, seconded by Councilmember Hircock to authorize the purchase of Golfnow Point of Sale System software, barcode scanner, credit card reader and printer from Golfnow, Orlando, FL, at a cost of \$4,700; and two computers from Business Machines Plus, Little Falls, at a cost of \$1,590; all for the Golf Course, to be charged to the Golf Improvement Fund. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

2. **Smoke Testing Machine, Wastewater Department** – Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to award the low quotation of \$3,485 from Minnesota Pipe, Saint Cloud, for a new smoke testing machine, to be charged to the

Wastewater Improvement Fund. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

3. **Computer, Public Access TV** – Motion was made by Mayor Zylka, seconded by Councilmember Hanson to authorize the purchase of an Apple Mac-mini, with iMovie already installed, through the National Joint Power Alliance Cooperative Purchasing Contract from CDW-G at a cost of \$678.99 for Public Access TV, to be charged to the Cable TV Fund. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

4. **Squad Car, Police Department** – Motion was made by Mayor Zylka, seconded by Councilmember Hircock to award the quotation of \$28,143.95, off the state bid, from Nelson Auto Center, Fergus Falls, for a 2016 Ford Police Interceptor 4 door utility AWD vehicle for the Police Department, to be charged to the Equipment Fund. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

8. **OLD BUSINESS**

9. **NEW BUSINESS**

a. **Accept Recommendation and Hire, Dustin Lukasavitz, Park Maintenance Worker I** – Motion was made by Councilmember Gosiak, seconded by Councilmember Hircock to accept the recommendation of the Interview Committee and authorized the hiring of Dustin Lukasavitz as Park Maintenance Worker I, effective as soon as he is available, at the rate of pay established by the International Union of Operating Engineers, Local 49, Labor Agreement, contingent upon him passing the physical, background investigation and alcohol/drug testing. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

b. **Accept the Recommendation of Planning Commission, Change City Code, Tiny Homes** – Motion was made by Councilmember Hircock, seconded by Councilmember Liljegren to accept the recommendation of the Planning Commission and not change the existing City Code in relation to minimum lot sizes for construction of dwellings nor the minimum dimensions required for new buildings. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

c. **Accept Recommendation of the Park, Recreation and Tree Board, Sale of Property Funds, Zoo Fund** – Following discussions, motion was made by Councilmember Hanson, seconded by Councilmember Gosiak to table action on recommendation of the Park, Recreation and Tree Board regarding the sale of the property funds being paid to the Zoo Improvement Fund, until the February 1, 2016, regular meeting. Ayes: Boyum, Hircock, Liljegren, Zylka, Hanfler, Hanson, Gosiak, and Knafla. Nays: none. Motion carried.

d. **Resolution 2016-06, Approve 2015 Year End Transfers** – Councilmember Hircock introduced and moved for the adoption of Resolution 2016-06, a Resolution Approving the 2015 Year End Transfers. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hanfler, Hanson, Gosiak, Knafla, Boyum, Hircock, and Liljegren. Nays: none. Council President Hanfler then declared said Resolution 2016-06 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

e. **Resolution 2016-07, Fourth Quarter Donations** – Councilmember Hanson introduced and moved for the adoption of Resolution 2016-07, a Resolution Accepting the Fourth Quarter 2015 Donations. Councilmember Hircock seconded the motion for adoption. On a roll call vote; Ayes: Hanfler, Hanson, Gosiak, Knafla, Boyum, Hircock, Liljegren, and Zylka. Nays: none. Council President Hanfler then declared said Resolution 2016-07 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

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

11. **ANNOUNCEMENTS**

a. Public Works Director Kimman reported that the Library was closed January 19, 2016, due to frozen water lines.

12. **ADJOURNMENT**

Council President Hanfler adjourned the meeting at 8:54 p.m.

Respectfully submitted,

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Wendy J. Zylka