

REGULAR CITY COUNCIL MEETING ~ NOVEMBER 20, 2017

1. **CALL TO ORDER**

The regular City Council meeting of the City of Little Falls was called to order by Council President Hanfler on Monday, November 20, 2017, at 7:33 p.m. Councilmembers Hircock, Gosiak, Lundberg, Liljegren, Knafla, Hanson, Council President Hanfler, and Mayor Zylka were present. It was determined there was a quorum.

2. **APPROVAL OF AGENDA**

Motion was made by Mayor Zylka, seconded by Councilmember Hircock to approve the agenda of November 20, 2017, as presented. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

3. **APPROVAL OF MINUTES**

Motion was made by Councilmember Hircock, seconded by Councilmember Hanson to approve the City Council minutes of the special meeting of November 6, 2017; and the regular meeting of November 6, 2017, as presented. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Knafla, seconded by Councilmember Liljegren to approve the bills totaling \$185,857.00 for check numbers 97508 through 97591. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. 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 i.:

a. Approved the 2018 licenses as presented contingent upon the appropriate paperwork, insurance and fees being provided, the Fire and Police Chiefs approve, and the Minnesota Department of Public Safety, Office of Alcohol and Gambling Enforcement Division, and all taxes are current, [i.e. property, sales, restaurant, etc.], as required; and

b. Authorized the Internship Program Agreement through the National Joint Powers Alliance for Nalisha Nandkumar to complete an Administrative Internship with the City; and

c. Approved an Application for Display of Fireworks as requested by the Little Falls Lions Club and Dean Schmidt to allow fireworks at the Little Falls Golf Course on December 21, 2017, contingent upon the necessary paperwork and insurance listing the City as additional insured is received, they clean up the area, and approval is granted by the Fire and Police Chiefs; and

d. Received and placed on file the Fire Department report for October 2017; and

e. Received and placed on file the Heritage Preservation Commission minutes of November 2017; and

f. Received and placed on file the Housing and Redevelopment Authority minutes of October 2017; and

g. Received and placed on file the Planning Commission minutes of November 2017; and

h. Received and placed on file the Wastewater Treatment facility report for October 2017; and

i. Received and placed on file the Water Treatment facility report for October 2017.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Public Hearing**

1. **Wellhead Protection Plan, Part One** – Council President Hanfler opened a scheduled public hearing on at 7:36 p.m. to hear public input on Part One of the Wellhead Protection Plan. Public Works Director Kimman reviewed Part One. No one asked questions or provided comments. Council President Hanfler closed the public hearing at 7:46 p.m. Motion was made by Mayor Zylka, seconded by Councilmember Hircock to receive the Wellhead Protection Plan, Part One, was submitted by Barr Engineering Co., dated August 2017. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

b. **Letting**

1. **HVAC Equipment Maintenance, Climate Makers, Wastewater Treatment Facility** – Motion was made by Councilmember Hircock, seconded by Mayor Zylka to award the

quotation of \$5,200 from Climate Makers, Jenkins, to test, clean and inspect the HVAC equipment in the biosolids building at the Wastewater Treatment facility, to be charged to the Wastewater Treatment Budget. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

8. **OLD BUSINESS**

9. **NEW BUSINESS**

a. **Airport Commission Recommendation, Preapplication to Federal Aviation Administration, Crosswind Runway 2018** – Motion was made by Councilmember Knafla, seconded by Councilmember Lundberg to accept the recommendation of the Airport Commission and approved the Little Falls/Morrison County Airport 2018 Preapplication to the Federal Aviation Administration to include the crosswind runway. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

b. **Economic Development Authority Recommendation, Ordinance No. 03, Seventh Series, Sale of Property, Girtz Properties LLC** – Motion was made by Mayor Zylka to accept the recommendation of the Economic Development Authority, and introduced Ordinance No. 03, Seventh Series, an Ordinance Authorizing and Directing the Sale of Property legally described as Lot 5, Block 5, Original Plat, to Girtz Properties LLC for the sum of \$18,000.

c. **Heritage Preservation Commission Recommendation, Downtown Design Guidelines Update, Thomas R. Zahn & Associates** – Motion was made by Councilmember Hanson, seconded by Councilmember Liljegren to accept the recommendation of the Heritage Preservation Commission and authorized the execution of a Letter of Agreement with Thomas R. Zahn & Associates, Saint Paul, to update the Downtown Design Guidelines with up to five properties, at \$3,400 for four properties and \$600 for an additional property, to be charged to the Heritage Preservation Commission Budget. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

d. **Easement Agreement, Wastewater Treatment Facility** – Motion was made by Councilmember Hircock, seconded by Councilmember Hanson to authorize and accept an easement from the Wastewater Treatment facility as required by the Minnesota Department of Labor and Industry and the Ten State Standards codes. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

e. **Extension of Management Agreement, Friends of Linden Hill** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to authorize the execution of an Extension of Management Agreement with the Friends of Linden Hill to manage Linden Hill. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

f. **Extension of Management Agreement, Friends of Pine Grove Zoo** – Motion was made by Councilmember Lundberg, seconded by Councilmember Liljegren to authorize the execution of an Extension of Management Agreement with the Friends of Pine Grove Zoo to manage Pine Grove Park and Zoo. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

g. **Little Falls Convention and Visitors Bureau Agreements**

1. **Land Lease Agreement, Rosenmeier House** – Motion was made by Councilmember Hircock, seconded by Councilmember Gosiak to authorize the extension of a Land Lease Agreement with the Little Falls Convention and Visitors Bureau for the lease of the Rosenmeier House, as amended. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

2. **Tourism Agreement** – Motion was made by Councilmember Liljegren, seconded by Councilmember Hircock to authorize the execution of a Tourism Promotion Agreement, Lodging and Restaurant Sales Taxes, with the Little Falls Convention and Visitors Bureau. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

h. **Prosecution Agreement, Morrison County Attorney** – Motion was made by Mayor Zylka, seconded by Councilmember Hanson to authorize the execution of an Agreement with Morrison County for Prosecution of Certain Criminal Offenses Occurring within the Corporate Limits of the City of Little Falls. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

i. **Police Administrative Specialist and Police Records Technician Positions** –

1. **Move Positions to American Federation of State, County and Municipal Employees; Appoint Ronda Monnier Police Records Technician** – Motion was made by

Councilmember Lundberg, seconded by Mayor Zylka to authorize the placement of the Police Administrative Specialist and the Police Records Technician positions within the American Federation of State, County and Municipal Employees [AFSCME] Union; and further appointed Ronda Monnier to the Police Records Technician position. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

2. **Post Police Administrative Specialist Position** – Motion was then made by Councilmember Hircock, seconded by Councilmember Gosiak to authorize the posting of the Police Administrative Specialist within the AFSCME Union as required by the Labor Agreement, and should no one apply or be qualified, authorized the posting to all current City employees, and then the general public. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

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

11. **ANNOUNCEMENTS**

Mayor Zylka announced the Santa Parade will be held on Friday, November 24th beginning at 6:00 p.m. for those from the City Council interested in attending. Mayor Zylka further reviewed the Coalition of Greater Minnesota Cities conference he attended in Alexandria.

Police Chief Schirmers announced he received a letter from Independent School District 482 on the great work of Police School Resource/Liaison Officer Ken Coppes.

12. **ADJOURNMENT**

Council President Hanfler adjourned the meeting at 8:19 p.m.

Respectfully submitted,

Wendy J. Zylka