

REGULAR CITY COUNCIL MEETING ~ DECEMBER 4, 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, December 4, 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

Council President Hanfler amended the agenda by adding item 7.b.1. Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to approve the agenda of December 4, 2017, as amended. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

3. APPROVAL OF MINUTES

Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to approve the City Council minutes of the special meeting of November 20, 2017; and the regular meeting of November 20, 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 Hanson to approve the bills totaling \$264,491.06 for check numbers 97592 through 97648. 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 Hanson, seconded by Councilmember Gosiak to take the following action on Consent Agenda items a. through d.:

a. Received and placed on file the Community Services Advisory Board minutes of September 2017; and

b. Received and placed on file the Morrison County Attorney's Prosecution report for September and October 2017; and

c. Received and placed on file the Public Works report for October 2017; and

d. Received and placed on file the Independent Accountants' Report on Applying Agreed Upon Procedures to review one hotel/motel and five restaurants sales taxes as submitted by Schlenner Wenner & Co., dated November 28, 2017.

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

7. PUBLIC HEARINGS AND LETTINGS

a. Public Hearing

1. **2018 Proposed Budget Informational Meeting** – Council President Hanfler opened a scheduled public meeting at 7:40 p.m. to gain public input on the 2018 proposed Budget. City Administrator Radermacher reviewed the proposed budget and levies. No one asked questions or provided comments. Council President Hanfler closed the public hearing at 7:56 p.m.

b. Lettings

1. **Laserfiche Software/System, OPG-3** – Motion was made by Mayor Zylka, seconded by Councilmember Lundberg to authorize the purchase of a Laserfiche software/system from OPG-3, Inc., Eagan, at \$26,448.65, and further authorized the release of 1/2 down payment, for Administration to be charged to the Equipment Fund. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

8. OLD BUSINESS

a. Ordinance No. 3, Seventh Series, Sale of Property, Girtz Properties LLC

[Introduced 11/20/17] – Councilmember Hircock moved for the adoption of Ordinance No. 3, 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. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Council President Hanfler then declared said Ordinance No. 3 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

9. **NEW BUSINESS**

a. **Letter of Retirement, Richard Haggerty, Wastewater Facility** – Motion was made by Mayor Zylka, seconded by Councilmember Knafla to accept the letter of retirement from Richard Haggerty as the Assistant Wastewater Superintendent effective December 31, 2017; and thanked him for his years of service to our community. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

b. **Interview Committee Recommendation, Police Administrative Specialist** – Motion was made by Councilmember Gosiak, seconded by Councilmember Liljegren to accept the recommendation of the Interview Committee and appointed Ronda Monnier as the Police Administrative Specialist effective December 5, 2017, at the wage established in the Labor Agreement of the American Federation of State, County and Municipal Employees. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

c. **Petition, Handicapped Parking Signs, Zion Lutheran Church** – Motion was made by Mayor Zylka, seconded by Councilmember Lundberg to receive a petition from Zion Lutheran Church requesting the relocation of handicapped parking signs near the church; instructed staff to verify signatures, and further forward to the Public Works Director for review and a recommendation. Ayes: Hircock, Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, and Hanson. Nays: none. Motion carried.

d. **Planning Commission Recommendations**

1. **Ordinance No. 4, Seventh Series, Amend City Code Chapter 7, Streets and Sidewalks and Chapter 11, Land Use Regulations** – Motion was made by Councilmember Hircock to accept the recommendation of the Planning Commission and introduced Ordinance No. 4, Seventh Series, an Ordinance Amending City Code Chapter 7, entitled “Streets and Sidewalks” and City Code Chapter 11, entitled “Land Use Regulations, Zoning”, by amending the Sections Relating to Small Wireless Facilities.

2. **Ordinance No. 4A, Seventh Series, Summary Publication of Ordinance No. 4, Seventh Series** – Councilmember Knafla introduced Ordinance No. 4A, Seventh Series, an Ordinance Authorizing the Summary Publication of Ordinance No. 4, Seventh Series, Relating to Small Wireless Facilities.

e. **Resolution 2017-72, Order Feasibility Report, Surface and/or Utility Improvements Front Street, Public Improvement 378** – Mayor Zylka introduced and moved for the adoption of Resolution 2017-72, a Resolution Ordering a Feasibility Report on the proposed surface and/or utility improvements on Front Street between Trunk Highway 27 and Wood Street; and on Wood Street between First Avenue South and a point approximately 200 feet northerly of First Avenue South. Councilmember Gosiak seconded the motion for adoption. On a roll call vote; Ayes: Gosiak, Lundberg, Zylka, Hanfler, Liljegren, Knafla, Hanson, and Hircock. Nays: none. Council President Hanfler then declared said Resolution 2017-72 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

f. **Resolution 2017-73, Adopt 2018 Levies** – Councilmember Hircock introduced and moved for the adoption of Resolution 2017-73, a Resolution Adopting the 2018 Levies. Councilmember Lundberg seconded the motion for adoption. On a roll call for vote; Ayes: Lundberg, Zylka, Hanfler, Liljegren, Knafla, Hanson, Hircock, and Gosiak. Nays: none. Council President Hanfler then declared said Resolution 2017-73 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

g. **Resolution 2017-74, Adopt 2018 Housing and Redevelopment Authority Levy** – Councilmember Knafla introduced and moved for the adoption of Resolution 2017-74, a Resolution Adopting the 2018 Housing and Redevelopment Authority Levy. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hanfler, Liljegren, Knafla, Hanson, Hircock, Gosiak, and Lundberg. Nays: none. Council President Hanfler then declared said Resolution 2017-74 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

h. **Resolution 2017-75, Adopt 2018 Budget and Capital Improvement Plan** – Councilmember Liljegren introduced and moved for the adoption of Resolution 2017-75, a Resolution Adopting the 2018 Budget and Capital Improvement Plan. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Hanfler, Liljegren, Knafla, Hanson, Hircock, Gosiak, Lundberg, and Zylka. Nays: none. Council President Hanfler then declared said Resolution 2017-75 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

i. **Resolution 2017-76, Declare Certain Property Surplus, Authorize the Sale Thereof** – Councilmember Hanson introduced and moved for the adoption of Resolution 2017-76, a Resolution Declaring Certain Property Surplus and Authorizing the Sale Thereof. Councilmember Hircock seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Knafla, Hanson, Hircock, Gosiak, Lundberg, Zylka, and Hanfler. Nays: none. Council President Hanfler then declared said Resolution 2017-76 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, COMMITTEES, AND COMMISSIONS**

11. **ANNOUNCEMENTS**

City Administrator Radermacher announced a Candidate Forum on the support or nonsupport of the Local Government Aid [LGA].

12. **ADJOURNMENT**

Council President Hanfler adjourned the meeting at 8:18 p.m.

Respectfully submitted,

Wendy J. Zylka