

REGULAR CITY COUNCIL MEETING ~ JANUARY 7, 2019

o. **OATH OF OFFICE**

City Administrator Radermacher administered the oath of office to the following newly elected officials: Mayor Gregory Zylka; Councilmember At Large Brad Hircock; First Ward Councilmember Leif Hanson; Second Ward Councilmember Wayne Liljegren; and Third Ward Councilmember James Storlie.

1. **CALL TO ORDER**

The regular City Council meeting of the City of Little Falls was called to order by City Administrator Radermacher on Monday, January 7, 2019, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Knafla, Liljegren, Lundberg, Storlie, Hircock, Hanson, Gosiak, and Mayor Zylka were present. It was determined there was a quorum.

a. **COUNCIL REORGANIZATION**

Election of Council President – City Administrator Radermacher called for nominations for Council President for 2019. Councilmember Gosiak nominated Councilmember Hircock. There being no further nominations, motion was made by Councilmember Gosiak, seconded by Councilmember Liljegren to cast a unanimous ballot for Councilmember Hircock as Council President for 2019. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

City Administrator Radermacher turned the meeting over to Council President Hircock at 7:33 p.m.

Election of Council Vice President – Council President Hircock called for nominations for Council Vice President for 2019. Councilmember Gosiak nominated Councilmember Knafla. There being no further nominations, motion was made by Councilmember Gosiak, seconded by Councilmember Liljegren to cast a unanimous ballot for Councilmember Knafla as Council Vice President for 2019. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **APPROVAL OF AGENDA**

Motion was made by Councilmember Lundberg, seconded by Mayor Zylka to approve the agenda of January 7, 2019, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **APPROVAL OF MINUTES**

Motion was made by Councilmember Storlie, seconded by Councilmember Knafla to approve the City Council minutes of the special work session of December 17, 2018; and the regular meeting of December 17, 2018, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Gosiak, seconded by Councilmember Storlie to approve the bills totaling \$305,021.03 for check numbers 99878 through 99934. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

6. **CONSENT AGENDA**

Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to take the following action on Consent Agenda items a. through g.:

- a. Received and placed on file the Building report of November 2018; and
- b. Received and placed on file the Housing and Redevelopment Authority minutes of November 2018; and
- c. Authorized the out of state travel by the City Administrator to Washington, DC, for the National League of Cities conference in March 2019, and to the International City/County Manager's Association in Nashville, TN, in October 2019, with reimbursement by Sourcewell; and
- d. Received and placed on file the Police report for November 2018; and
- e. Received and placed on file the Recycling report for September 2018; and
- f. Affirmed the rescheduled City Council meetings of January 21 to January 22, 2019; February 18 to February 19, 2019; and September 2 to September 3, 2019, all due to them falling on legal holidays.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Lettings**

1. **Audio and Large Format Display Equipment, AVI Systems Inc., Council Chambers** – Motion was made by Councilmember Lundberg, seconded by Mayor Zylka to award the quotation, off the University of Minnesota contract, to AVI Systems Inc., Eden Prairie, at \$53,044.88 for HD video and audio recording system and related equipment for the Council Chambers, to be charged to the Cable TV Fund. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Ordinance No. 13, Seventh Series, Sale of Property, Adam and Roxanne Jelinski** [Introduced 12/17/18] – Mayor Zylka moved for the adoption of Ordinance No. 13, Seventh Series, an Ordinance Authorizing and Directing the Sale of Certain Property to Adam and Roxanne Jelinski for the sum of \$5,000. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes; Knafla Liljegren, Lundberg, Zylka, Hircock, Storlie, and Gosiak. Nays: Hanson. Council President Hircock then declared said Ordinance No. 13 to have received the majority vote of the entire City Council and the same to have been duly passed, approved and adopted.

9. **NEW BUSINESS**

a. **Extension of Professional Services Agreement, Hometown Planning LLC, Planning and Zoning Administration Services** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla approve the extension of Professional Services Agreement with Hometown Planning LLC for planning and zoning administration services on a month to month basis. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Patrol Officer Points Designation** – Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to accept the recommendation of the Administration and amended the points of the Patrol Officer position range to 310 and thereby increasing the Pay Grade from 7 to 8, and further approved the placement of the Patrol Officers in the step closes to their current rate of pay and if the shift is a lower hourly rate, they will sustain their current rate of pay until they earn their next step increase, effective January 1, 2019. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Payroll Administrator/Benefits Coordinator Job Description and Points** – Motion was made by Mayor Zylka, seconded by Councilmember Gosiak to accept the recommendation of the Administration and approved the job description and assignment of 275 points and Pay Grade 7 of the Payroll Administrator/Benefits Coordinator position and further approved the posting within the American Federation of State, County and Municipal Employees, and should no one apply or be qualified within the Union, authorize the advertisement to the general public. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Resolution 2019-01, Official Newspaper** – Councilmember Hanson introduced and moved for the adoption of Resolution 2019-01, a Resolution Designating the *Morrison County Record* the Official Newspaper of the City of Little Falls for 2019. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Council President Hircock then declared said Resolution 2019-01 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

e. **Resolution 2019-02, Official Depositories** – Councilmember Knafla introduced and moved for the adoption of Resolution 2019-02, a Resolution Designating the Official Depositories of City Funds. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Council President Hircock then declared said Resolution 2019-02 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

f. **Resolution 2019-03, Establish 2019 Fee Schedule** – Councilmember Storlie introduced and moved for the adoption of Resolution 2019-03, a Resolution Establishing the Fee Schedule for 2019. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Council President Hircock then declared said Resolution 2019-03 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved and adopted.

g. **Resolution 2019-05, Execution of Agreement, Minnesota Department of Transportation, Trunk Highway 27 Improvements** – Councilmember Liljegren introduced and moved for the adoption of Resolution 2019-05, a Resolution Authorizing the Execution of a

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Cooperative Construction Agreement with the Minnesota Department of Transportation for State Projection No. 4904-45, Trunk Highway 27. Councilmember Gosiak seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Council President Hircock then declared said Resolution 2019-05 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, COMMITTEES AND COMMISSIONS**

11. **ANNOUNCEMENTS**

12. **ADJOURNMENT**

Council President Hircock recessed the regular meeting at 8:08 p.m.

Respectfully submitted,

Wendy J. Zylka