

**REGULAR CITY COUNCIL MEETING ~ DECEMBER 16, 2019**

1. **CALL TO ORDER**

The regular City Council meeting of the City of Little Falls was called to order by Council Vice President Knafla on Monday, December 16, 2019, at 7:34 p.m. in the City Council Chambers at City Hall. Councilmembers Liljegren, Lundberg, Storlie, Hanson, Gosiak, Council Vice President Knafla and Mayor Zylka were present. Council President Hircock was absent. It was determined there was a quorum.

2. **APPROVAL OF AGENDA**

Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to approve the agenda of December 16, 2019, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **APPROVAL OF MINUTES**

Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to approve the City Council minutes of the special budget work session meeting of November 21, 2019; the special work session meeting of December 2, 2019; and the regular meeting of December 2, 2019, as presented. Ayes: Knafla, Liljegren, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Abstention: Lundberg. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to approve the bills totaling \$856,198.47 for check numbers 101771 through 101849. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

6. **CONSENT AGENDA**

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

- a. Received and placed on file the Airport Commission minutes for November 2019; and
- b. Received and placed on file the Animal Control report for November 2019; and
- c. Received and placed on file the Economic Development Authority minutes of November and December 2019; and
- d. Received and placed on file the Fire report for November 2019; and
- e. Received and placed on file the Heritage Preservation Commission minutes of December 2019; and
- f. Received and placed on file the Planning Commission minutes of November 2019; and
- g. Received and placed on file the Police report for November 2019; and
- h. Received and placed on file the Public Works report for October and November 2019; and
- i. Received and placed on file the Recycling report for September 2019; and
- j. Received and placed on file the Wastewater report for November 2019; and
- k. Received and placed on file the Water report for November 2019.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Public Hearing**

1. **Resolution 2019-76, Vacate Certain Public Rights-of-Way, Block 3, Country Club Addition** – Council Vice President Knafla opened a scheduled public hearing at 7:38 p.m. to consider the vacation of certain public rights-of-way including Ninth and Tenth Avenues Southeast easterly of Call Place and the alleyways between Ninth and Tenth Avenues Southeast, all in or adjacent to Block 3, Country Club Addition. Public Works Director/Engineer Kimman presented the affidavit of publication and reviewed the

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proposed request. Council Vice President Knafla closed the public hearing at 7:39 p.m. Mayor Zylka introduced and moved for the adoption of Resolution 2019-76, a Resolution Vacating Certain Public Rights-of-Way in and adjacent to Block 3, Country Club Addition. Councilmember Gosiak seconded the motion for adoption. Following discussion, Mayor Zylka and Councilmember Gosiak rescinded their motions. Motion was then made by Councilmember Gosiak, seconded by Councilmember Lundberg to postpone action on said Resolution 2019-76 until the January 6, 2020, meeting. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**b. Lettings**

1. **GPS Controller, Frontier Precision, Engineering** – Motion was made by Councilmember Lundberg, seconded by Councilmember Storlie to authorize the purchase of a new GPS receiver and controller from Frontier Precision, Inc., Waite Park, in the amount of \$25,767.60 for Engineering, to be charged equally between Water Improvement, Wastewater Improvement, Stormwater Improvement and the Equipment Fund. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Leadership Development, GiANT Worldwide** – Motion was made by Councilmember Lundberg, seconded by Councilmember Hanson to approve the proposal from GiANT Worldwide at \$8,239.72 for January 2020 to January 2021; \$4,976.60 for January 2021 to January 2022; and \$3,133.04 for January 2022 to January 2023, for Leadership Development as presented, to be charged to the respective department's budget. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hanson, and Gosiak. Nays: Storlie. Motion carried.

**8. OLD BUSINESS**

a. **Memorandums of Agreement, Health Insurance, Unions** – Motion was made by Councilmember Hanson, seconded by Councilmember Gosiak to approve and authorize the execution of the Memorandums of Agreement with the American Federation of State, County and Municipal Employees, Council 65; International Union of Operating Engineer, Local 49; and Law Enforcement Labor Services, Local 68, regarding Health Insurance costs. Ayes: Knafla, Liljegren, Lundberg, Storlie, Hanson, and Gosiak. Nays: none. Abstention: Zylka. Motion carried.

b. **Consultant Service Contract, Planning and Zoning Services, Sourcewell** – Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to approve and authorize the execution of the Consultant Service Contract with Sourcewell regarding Planning and Zoning Services effective January 1, 2020. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**9. NEW BUSINESS**

**a. New Position Descriptions, Points and Pay Grades**

1. **Wastewater Superintendent, Appoint Matt Streit** – Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to approve the position description as presented for the Wastewater Superintendent at Pay Grade 12; and further appointed Matt Streit to said position at Pay Grade 12, Step 2, effective December 22, 2019, with a promotion date effective October 27, 2018, with no wage adjustment until October 27, 2020. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Water Superintendent, Appoint Dwayne Heinen** – Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to approve the position description as presented for the Water Superintendent, at Pay Grade 10, and further appointed Dwayne Heinen to said position at Pay Grade 10, Step 6, effective December 22, 2019, with a promotion date effective October 27, 2018, with no wage adjustment until October 27, 2022. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Intern Agreement Sourcewell, Mitchell Schirmers** – Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to approve and authorize the execution of an Intern Agreement with Sourcewell for Mitchell Schirmers as an

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Administrative Intern working on administrative and financial projects from December 17, 2019, through January 10, 2020, at Pay Grade 5, Step 1. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Recommendation of Interview Committee, Paid On-Call Firefighters** – Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to accept the recommendation of the Interview Committee and authorized the hiring/appointment of the following nine individuals, effective January 1, 2020, at the pay grade and step established by resolution, contingent upon them passing the background check; agility, physical and drug/alcohol testing: Caleb Ochoa, Mathew Tupper, Derek Wettstein, William Holman, Eric Hegna, Michael Stoner, Elijah LeMieur, Douglas Rakow, and Christopher Fritz. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Resolution 2019-78, Establish Nonunion Part-time, Seasonal and Temporary Employee Wage Structure** – Councilmember Storlie introduced and moved for the adoption of Resolution 2019-78, a Resolution Establishing the 2020 Nonunion Part-time, Seasonal and Temporary Employee Step Structure. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: Hircock [absent]. Council Vice President Knafla then declared said Resolution 2019-78 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

e. **Policy 40, Utility Billing** – Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to adopt Policy 40, Utility Billing, as updated. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

f. **Resolution 2019-77, Appoint 2020 Election Judges** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2019-77, a Resolution Appointing Election Judges for All 2020 Elections. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Storlie, Hanson, Gosiak, and Knafla. Nays: Hircock [absent]. Council Vice President Knafla then declared said Resolution 2019-77 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

g. **Submittal of Surface Transportation Block Grant, Minnesota Department of Transportation, Eighteenth Street Southeast** – Motion was made by Councilmember Gosiak, seconded by Mayor Zylka to authorize the submittal of a Surface Transportation Block Grant to the Minnesota Department of Transportation for the extension of Eighteenth Street Southeast, [an estimated \$1,818,558 in grant funds and an approximate \$1,894,919 in local match funds], for funding availability in 2024. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, and Gosiak. Nays: Hanson. Motion carried.

h. **Lease Agreement, Little Falls Convention and Visitors Bureau, Rosenmeier Property** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to approve and authorize the execution of the extension of the Lease Agreement with the Little Falls Convention and Visitors Bureau for the Rosenmeier Property to December 31, 2020, at the 2019 rate. Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

**11. ANNOUNCEMENTS**

**12. ADJOURNMENT**

Council President Hircock adjourned the meeting at 8:40 p.m.

Respectfully submitted,

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Wendy J. Zylka