

REGULAR CITY COUNCIL MEETING ~ JANUARY 6, 2020

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 6, 2020, at 7:30 p.m. in the City Council Chambers at City Hall. Councilmembers Knafla, Liljegren, Lundberg, Hircock, Hanson, Gosiak, and Mayor Zylka were present. Councilmember Storlie was absent. It was determined there was a quorum.

a. **COUNCIL REORGANIZATION**

1. **Election of Council President** – City Administrator Radermacher called for nominations for Council President for 2020. Councilmember Gosiak nominated Councilmember Hircock. There being no further nominations, motion was made Councilmember Gosiak, seconded by Councilmember Knafla to cast a unanimous ballot for Councilmember Hircock as Council President for 2020. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

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

2. **Election of Council Vice President** – Council President Hircock called for nominations for Council Vice President for 2020. Councilmember Liljegren nominated Councilmember Knafla. There being no further nominations, motion was made by Councilmember Liljegren, seconded by Councilmember Hanson to cast a unanimous ballot for Councilmember Knafla as Council Vice President for 2020. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

2. **APPROVAL OF AGENDA**

Council President Hircock amended the agenda by deleting items 8.c. and 9.k. Motion was made by Councilmember Knafla, seconded by Mayor Zylka to approve the agenda of January 6, 2020, as amended. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

3. **APPROVAL OF MINUTES**

Motion was made by Councilmember Lundberg, seconded by Councilmember Hanson to approve the City Council minutes of the special work session meeting of December 16, 2019; and the regular meeting of December 16, 2019, as presented. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Gosiak, seconded by Mayor Zylka to approve the bills totaling \$347,217.62 for check numbers 101850 through 101923. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, 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 Liljegren to take the following action on Consent Agenda items a. through j.:

a. Received and placed on file the Animal Control report for December 2019; and

b. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by Morrison County Ducks Unlimited to allow bingo at the VFW Post 1112, 1210 Northeast Third Avenue, on January 17, 2020, and further waived any waiting period; and

c. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by Horizon Health, Inc., to allow bingo and a raffle at the VFW Post 1112, 1210 Northeast Third Avenue, on April 24, 2020, and further waived any waiting period; and; and

d. Received and placed on file the Building report for November and December 2019; and

e. Authorized the submittal of a Sponsorship Grant Application to the Minnesota Power Foundation by the Little Falls Convention and Visitors Bureau on behalf of the City of Little Falls for community events in the parks in 2020; and

f. Received and placed on file the Housing and Redevelopment Authority minutes of October and December 2019; and

g. Received and placed on file the Park, Recreation and Tree Board minutes of August 2019; and

h. Received and placed on file the Planning Commission minutes of December 2019; and

i. Received and placed on file the Police report for December 2019; and

j. Received and placed on file the Water report for December 2019.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Lettings**

1. **CRS Enhancement Software and Services, Law Enforcement Technology Group**

– Motion was made by Mayor Zylka, seconded by Councilmember Gosiak to approve the quotation of \$8,000 from Law Enforcement Technology Group [LETG], Lake Mary, FL, for the transition of the Little Falls Records Management Server to the National Incident-Based Reporting System for the Police Department, to be charged to the Equipment Fund and reimbursed by the State of Minnesota. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Amend Motion of December 16, 2019, Position Description Updates, Wastewater and Water Superintendents** – Motion was made by Mayor Zylka, seconded by Councilmember Lundberg to amend the City Council's motion of December 16, 2019, to reflect the correct position descriptions for the Wastewater Superintendent and Water Superintendent. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Resolution 2019-76, Vacate Certain Rights-of-Way, Block 3, Country Club Addition** [Postponed 12/16/19] – Councilmember Gosiak introduced and moved for the adoption of Resolution 2019-76, a Resolution Authorizing 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. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: Storlie [absent]. Council President Hircock then declared said Resolution 2019-76 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

9. **NEW BUSINESS**

a. **Retirement of Michael Nieman, Fire Chief and Firefighter** – Motion was made by Councilmember Gosiak, seconded by Councilmember Liljegren to accept the letters of retirement from Michael Nieman as the Fire Chief and Paid On-Call Firefighter, effective March 13, 2020, and March 1, 2020, respectively; and thanked him for his 32 years of commitment to our community and wish him well in his retirement. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, and Gosiak. Nays: Hanson Motion carried.

b. **Position Description Update, Post, Fire Chief, Inspector, Emergency Manager** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to approve the updated position description for the Fire Chief, Inspector, Emergency Manager; and authorized the internal posting of said position for five business days within the Supervisory Group and if there is no interested candidates that apply, authorized the posting internally to all City of Little Falls employees and if no interested candidates apply, further authorized the posting to the general public. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Position Description, Points and Pay Grade, Human Resources Director, Employment Agreement, MaKayla Payne** – Motion was made by Mayor Zylka, seconded by Councilmember Hanson to establish a Human Resources Director position, approve the position description for said position at 480 points, which places it in Pay Grade 12; and further approve/offer an Employment Agreement to MaKayla Payne, effective January 7, 2020. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Retirement of Anthony Lukasavitz, Firefighter** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to accept the letter of retirement from Anthony Lukasavitz as a Paid On-Call Firefighter effective December 31, 2019, thanked him for his 30 years of commitment to our community and wished him well. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

e. **Morrison County SWAT Team Cooperative Agreement** – Motion was made by Councilmember Lundberg, seconded by Mayor Zylka to approve and authorize the execution of a Morrison County SWAT Team Cooperative Agreement with Morrison County and the Cities of Little Falls and Pierz. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

f. **Development Agreement with DJ Holding, LLC** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to approve and authorize the execution of a Development Agreement with DJ Holding, LLC, for Tax Increment Financing District 39. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: none. Motion carried.

g. **Petition for Annexation, Firewood.Com LLC, Sharon Wilczek** – Motion was made by Councilmember Liljegren, seconded by Councilmember Hanson to receive a petition requesting the annexation of property owned by Firewood.Com LLC, Sharon Wilczek, for her property legally described under Parcel No. 02.0486.005, instructed staff to verify signatures, and further forwarded to staff for a recommendation for future consideration. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson and Gosiak. Nays: none. Motion carried.

h. **Resolution 2020-01, Official Newspaper** – Mayor Zylka introduced and moved for the adoption of Resolution 2020-01, a Resolution Designating the *Morrison County Record* as the Official Newspaper of the City of Little Falls for 2020. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Hircock, Hanson, Gosiak, and Knafla. Nays: Storlie [absent]. Council President Hircock then declared said Resolution 2020-01 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

i. **Resolution 2020-02, Official Depositories** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2020-02, a Resolution Designating the Official Depositories of City Funds in 2020. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Hanson, Gosiak, Knafla, and Liljegren. Nays: Storlie [absent]. Council President Hircock then declared said Resolution 2020-02 to have received the majority vote of the City Council and the same to have been duly passed, approved and adopted.

j. **Resolution 2020-03, Decertify Tax Increment Financing District No. 36, Minnesota Veterinary Associates** – Councilmember Knafla introduced and moved for the adoption of Resolution 2020-03, a Resolution Decertifying Tax Increment Financing District No. 36, as all obligations have been paid. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hircock, Hanson, Gosiak, Knafla, Liljegren, and Lundberg. Nays: Storlie [absent]. Council President Hircock then declared said Resolution 2020-03 to have received the majority vote of the 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

12. ADJOURNMENT

Council President Hircock adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Wendy J. Zylka