

**REORGANIZATIONAL CITY COUNCIL MEETING ~ JANUARY 4, 2021**

**o. OATH OF OFFICE**

City Administrator Radermacher administered the oath of office to newly elected officials Councilmember Raquel Lundberg, Councilmember Ward One; Gerald Knafla, Councilmember Ward Two; Frank Gosiak, Councilmember Ward Three. Wendy Zylka, e-notary and remote notary approved, witnessed the oaths of office.

**1. CALL TO ORDER**

The reorganization meeting of the City Council of the City of Little Falls was called to order by City Administrator Radermacher on Monday, January 4, 2021, at 7:30 p.m. via Zoom video conference under Minnesota Statutes 13D.021, due to COVID-19 health pandemic. On a roll call Councilmembers Knafla, Liljegren, Lundberg, Hircock, Storlie, Hanson, Gosiak, and Mayor Zylka were present. It was determined that a quorum or present.

**a. COUNCIL REORGANIZATION**

**Election of Council President** – City Administrator Radermacher called for nominations for Council President for 2021. Councilmember Gosiak nominated Councilmember Hircock. Councilmember Liljegren seconded the nomination. Councilmember Hanson then nominated Councilmember Lundberg. Councilmember Storlie seconded the nomination. Following discussion, Councilmember Hanson and Councilmember Storlie withdrew their nomination of Councilmember Lundberg after she declined the nomination. There being no other nominations, motion was made by Councilmember Gosiak, seconded by Councilmember Liljegren to cast a unanimous ballot for Councilmember Brad Hircock as Council President for 2021. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Storlie, Hanson, and Gosiak. Nays: none. Abstention: Hircock. Motion carried.

City Administrator Radermacher turned the meeting over to Council President Hircock at 7:35 p.m.

**Election of Council Vice President** – Council President Hircock called for nominations for Council Vice President for 2021. Councilmember Knafla nominated Councilmember Hanson. There being no further nominations, motion was made by Councilmember Knafla, seconded by Councilmember Gosiak to cast a unanimous ballot for Councilmember Hanson as Council Vice President for 2021. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**2. APPROVAL OF AGENDA**

Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to approve the agenda of January 4, 2021, as presented. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**3. APPROVAL OF MINUTES**

Motion was made by Councilmember Knafla, seconded by Councilmember Storlie to approve the City Council minutes of the special work session of December 21, 2021; and the regular meeting of December 21, 2021, as presented. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**4. APPROVAL OF BILLS**

Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to approve the bills totaling \$337,178.18 for checks 104056 through 104105. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

**a. Donation**

**1. Resolution 2021-04, Accept Donations 2020** – Councilmember Hanson introduced and moved for the adoption of Resolution 2021-04, a Resolution Accepting Donations for 2020. Councilmember Lundberg 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 2021-04

to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

## 6. **CONSENT AGENDA**

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

- a. Received and placed on file the Building report for December 2020; and
- b. Received and placed on file the Housing and Redevelopment Authority minutes of November 2020; and
- c. Received and placed on file the Investment Recap report dated December 31, 2020; and
- d. Received and placed on file the Public Works report for November 2020.

On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 7. **PUBLIC HEARINGS AND LETTINGS**

### a. **Lettings**

1. **2021 GMC Sierra Pickup, Ranger Chevrolet, Engineering** – Motion was made by Mayor Zylka, seconded by Councilmember Hanson to award the quotation, off the State bid, from Ranger Chevrolet, Hibbing, for a 2021 GMC Sierra 1500 Pickup, as presented, at a cost not to exceed \$25,896.40 for Engineering, to be charged to the Equipment Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Trimble R12i GPS Receiver, Frontier Precision, Engineering** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to award the quotation from Frontier Precision, Waite Park, for a Trimble R12i Model 60 ROW GPS Receiver and rechargeable battery, at a cost not to exceed \$25,910.10 for Engineering to be charged to the Equipment Fund. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 8. **OLD BUSINESS**

a. **Amend Standard Operating Policies and Procedures, Fire Department** – Motion was made by Councilmember Storlie, seconded by Councilmember Knafla to approve the Standard Operating Policies and Procedures, Fire Department, as amended. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Resolution 2021-03, Accept Petition and Order Feasibility Report, Public Improvements 389, Crestview Drive** – Councilmember Knafla introduced and moved for the adoption of Resolution 2021-03, a Resolution Accepting a Petition and Ordering a Feasibility Report on the Proposed Surface and/or Utility Improvements on Crestview Drive from a point approximately 1,550 feet northerly of Thirteenth Avenue Northeast to a point approximately 2,550 feet northerly. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak, and Knafla. Nays: none. Council President Hircock then declared said Resolution 2021-03 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. **Personnel, Position Descriptions, Postings, and Salaries**

1. **Accounting Technician, Position Description Points/Pay Grade, Post** – Motion was made by Councilmember Hanson, seconded by Mayor Zylka to approve the Accounting Technician position description, the assignment of 245 points and placement within Pay Grade 6; and further authorized the posting of said position within the American Federation of State, County and Municipal Employees Union, and should no one apply or be qualified, post to all employees and externally. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: Storlie. Motion carried.

2. **Interview Committee Recommendation, Anne Cribb, Human Resources Director** – Motion was made by Councilmember Lundberg, seconded by Councilmember Knafla to accept the recommendation of the Interview Committee and appointed Anne Cribb to the Human Resources Director position effective January 19, 2021, at Pay Grade 12, Step 1, contingent upon the successful completion of the

background investigation, physical and drug/alcohol testing. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Interview Committee Recommendation, Oliver Bridges, Engineering Aide** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to accept the recommendation of the Interview Committee and appointed Oliver Bridges to the Engineering Aide position, at Pay Grade 6, Step 1, effective January 17, 2021. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

4. **Post Equipment Operator, Streets and Parks** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to authorize the posting for an Equipment Operator within the International Union of Operating Engineers, Local 49, as required by the labor agreement, and should no one apply or be qualified, post to all employees and externally. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: Storlie. Motion carried.

5. **Post Utility Technician, Streets and Parks** – Motion was made by Councilmember Lundberg, seconded by Mayor Zylka to authorize the posting for a Utility Technician within the International Union of Operating Engineers, Local 49, as required by the labor agreement, and should no one apply or be qualified, post to all employees and externally. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: Storlie. Motion carried.

6. **Resolution 2021-06, Establish 2021 Nonunion Fulltime Employee Step Structures** – Councilmember Hanson introduced and moved for the adoption of Resolution 2021-06, a Resolution Establishing 2021 Nonunion Fulltime Employee Step Structures and Employer Paid Health Insurance Premiums and Benefits. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, and Liljegren. Nays: none. Council President Hircock then declared said Resolution 2021-06 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

b. **Addendum to Agreement, Pine Grove Park and Zoo Management, Friends of Pine Grove Zoo** – Motion was made by Mayor Zylka, seconded by Councilmember Knafla to approve, and authorized the execution of an Addendum to Agreement with The Friends of Pine Grove Zoo for the Management of Pine Grove Park and Zoo, Maple Island Park, and the west water tower. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Resolution 2021-01, Designate Official Newspaper, Morrison County Record** – Councilmember Knafla introduced and moved for the adoption of Resolution 2021-01, a Resolution Designating the Morrison County Record as the Official Newspaper of the City of Little Falls for 2021. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, Liljegren, and Lundberg. Nays: none. Council President Hircock then declared said Resolution 2021-01 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

d. **Resolution 2021-02, Designate Official Depositories** – Councilmember Storlie introduced and moved for the adoption of Resolution 2021-02, a Resolution Designating the Official Depositories of City Funds for 2021. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Storlie, Hanson, Gosiak, Knafla, Liljegren, Lundberg, and Zylka. Nays: none. Council President Hircock then declared said Resolution 2021-02 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

e. **Resolution 2021-05, Establish Golf Fees** – Councilmember Liljegren introduced and moved for the adoption of Resolution 2021-05, a Resolution Establishing Fees for Golf. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Storlie, Hanson, Gosiak, Knafla, Liljegren, Lundberg, Zylka, and Hircock. Nays: none. Council President Hircock then declared said Resolution 2021-05 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

f. **Fire Protection Agreement, Pike Creek Township** – Motion was made by Councilmember Knafla, seconded by Councilmember Storlie to approve, and authorized the execution of a Fire Protection Agreement with Pike Creek Township for January 1, 2021, through December 31, 2025. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

g. **Resolution 2021-08, Law Enforcement Labor Services, Labor Agreement** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2021-08, a Resolution Authorizing the Execution of a Labor Agreement with Law Enforcement Labor Services, Local 68, for January 1, 2021, through December 31, 2022. Councilmember Gosiak seconded the motion for adoption. On a roll call vote; Ayes: Hanson, Gosiak, Knafla, Liljegren, Lundberg, Zylka, Hircock, and Storlie. Nays: none. Council President Hircock then declared said Resolution 2021-08 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

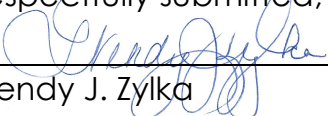
10. **CITY COUNCIL REPORTS OF CITY AUTHORITIES, BOARDS, BUREAUS, COMMISSIONS, AND COMMITTEES**

11. **ANNOUNCEMENTS**

12. **ADJOURNMENT**

Council President Hircock adjourned the meeting at 8:24 p.m.

Respectfully submitted,

  
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Wendy J. Zylka