

**REGULAR CITY COUNCIL MEETING ~ JANUARY 19, 2021**

**1. CALL TO ORDER**

The regular City Council meeting of the City of Little Falls was called to order by Council President Hircock on Tuesday, January 19, 2021, at 7:30 p.m. via Zoom video conference under Minnesota Statute 13D.021, due to the COVID-19 health pandemic. On a roll call Councilmembers Knafla, Liljegren, Storlie, Hanson, Gosiak, Council President Hircock, and Mayor Zylka were present. Councilmember Lundberg was absent. It was determined there was a quorum.

**2. APPROVAL OF AGENDA**

Council President Hircock amended the agenda by changing item 9.c. Motion was made by Mayor Zylka, seconded by Councilmember Hanson to approve the agenda of January 19, 2021, as amended. On a roll call vote; Ayes: Knafla, Liljegren, 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 meeting of January 4, 2021; and the regular (reorganizational) meeting of January 4, 2021, as presented. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**4. APPROVAL OF BILLS**

Motion was made by Councilmember Liljegren, seconded by Councilmember Storlie to approve the bills totaling \$1,738,857.90 for check numbers 104106 through 104188. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

**a. Award**

1. **Certificate of Appreciation** – Mayor Zylka presented Don Opatz a Certificate of Appreciation and Leadership for his over 28 years serving on the Heritage Preservation Commission.

2. **Gear Dryer, State Fire Marshal, Fire Department** – Motion was made by Councilmember Knafla, seconded by Councilmember Hanson to receive the grant from the Minnesota Department of Public Safety, State Fire Marshal's Division, to be used towards the purchase of a gear dryer for the Fire Department. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**b. Donation**

1. **Resolution 2021-07, Accept Donation, J & M Developers** – Councilmember Hanson introduced and moved for the adoption of Resolution 2021-07, a Resolution Accepting the Donation of Outlots A, B and C, Sunrise Plat 3, from J & M Developers. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: Lundberg (absent). Council President Hircock then declared said Resolution 2021-07 to have received the majority vote of the 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 Knafla to take the following action on Consent Agenda items a. through j.:

- a. Received and placed on file the Animal Control report for December 2020; and
- b. Approved and authorized the execution of a Chaplaincy Agreement with the Morrison County Sheriff's Department; and
- c. Received and placed on file the Fire report for December 2020; and
- d. Approved and authorized the execution of an Agency Agreement with LeadsOnline for the Police Department; and
- e. Received and placed on file the Morrison County Attorney's Prosecution report for November and December 2020; and

f. Received and placed on file the Planning Commission minutes for January 2021; and

g. Received and placed on file the resignation of Don Opatz from the Heritage Preservation Commission effective January 31, 2021; and

h. Authorized the contribution of \$6,500 towards the Morrison County SWAT Team in 2021, being charged to the Police Department Budget; and

i. Received and placed on the Wastewater report for December 2020; and

j. Received and placed on the Water report for December 2020.

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

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

### a. **Lettings**

1. **Migrate Data to New LETG Server and Software Licensing, Police** – Motion was made by Mayor Zylka seconded by the Councilmember Hanson to award the migration of the Law Enforcement LETG Records Management data to the new server to Central Square, Lake Mary, FL, at a cost of \$6,360; and a VLA Winsevrstdcore 2019 software license from Dell at \$734.52, all for the Police Department, to be charged to the Police Department Budget. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Replacement of Desktop Computers and Monitors, Dell, Police** – Motion was made by Councilmember Knafla, seconded by Councilmember Liljegren to award the quotation, off the State bid, from Dell for the purchase of nine Dell Precision 3640 computer towers and seven Dell 27 P2719H Monitors for a total quotation of \$14,691.23 for the Police Department, to be charged to the Police Department Budget. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 8. **OLD BUSINESS**

a. **Resolution 2021-11, Support Local Option Sales Tax, Special Capital Improvements** – Mayor Zylka introduced and moved for the adoption of Resolution 2021-11, a Resolution Supporting the Authority to Impose a Local Sales Tax to Fund Special Capital Improvements, (community recreation facility). Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Zylka, Hircock, Hanson, Gosiak, and Knafla. Nays: Lundberg (absent) and Storlie. Council President Hircock then declared said Resolution 2021-11 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. **Labor Agreements and Personnel Policies**

1. **Employment Agreement, Anne Cribb** – Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to approved and authorize the execution of an Employment Agreement with Anne Cribb dated January 19, 2021, as the Human Resources Director. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, and Gosiak. Nays: none. Motion carried.

2. **Resolution 2021-09, American Federation of State, County, and Municipal Employees, Local 65, Labor Agreement** – Councilmember Knafla introduced and moved for the adoption of Resolution 2021-09, a Resolution Authorizing the Execution of a Labor Agreement with the American Federation of State, County, and Municipal Employees, Local 65, effective January 1, 2021. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Storlie, Hanson, Gosiak, Knafla, and Liljegren. Nays: Lundberg (absent). Abstention: Zylka. Council President Hircock then declared said Resolution 2021-09 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

3. **Resolution 2021-10, International Union of Operating Engineers, Local 49, Labor Agreement** – Councilmember Storlie introduced and moved for the adoption of Resolution 2021-10, a Resolution Authorizing the Execution of a Labor Agreement with the International Union of Operating Engineers, Local 49, effective January 1, 2021. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, and Liljegren. Nays: Lundberg (absent).

Council President Hircock then declared said Resolution 2021-10 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

4. **Resolution 2021-12, Little Falls Supervisors, Labor Agreement** – Councilmember Hanson introduced and moved for the adoption of Resolution 2021-12, a Resolution Authorizing the Execution of a Labor Agreement with the Little Falls Supervisors, effective January 1, 2021. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Storlie, Hanson, Gosiak, Knafla, Liljegren; and Zylka. Nays: Lundberg (absent). Council President Hircock then declared said Resolution 2021-12 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

5. **Personnel Policy Nos. 13 and 38 Amendments** – Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to approve the amendments to Personnel Policies No. 13, Leaves, Holidays, Vacations, Sick, and Other; and No. 38, Cellular Phones, as presented. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Change Order No. 2, Rice Lake Construction Group, Wastewater Project** – Motion was made by Councilmember Gosiak, seconded by Mayor Zylka to accept the recommendation of our Project Engineer, and approved Change Order No. 2 in the amount of \$922,099 with Rice Lake Construction Group, Deerwood, for the Wastewater Improvement Project, to be charged to the Project. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Mayor's Annual Appointments to Various Authorities, Boards, Bureaus, and Commissions** – Motion was made by Mayor Zylka, seconded by Councilmember Storlie to approve the Mayor's appointments to the following committees with a term of January 31, 2024, unless otherwise noted: Airport Commission, Joe Torbert; Community Services Advisory Board, James Storlie, 01/31/22; Economic Development Authority, Robert Reinitz and Gregory Zylka, 01/31/27; Fire Relief Association Relief Association, City Representatives, Gregory Zylka and Frank Gosiak, 01/31/22; Heritage Preservation Commission, Wayne Liljegren, and Peter Eckstrom; Housing and Redevelopment Authority, Frank Gosiak, 01/31/26; Park, Recreation and Tree Board, Jeff Tschida and Frank Gosiak; and Planning Commission, Leif Hanson, 01/31/23, Joe Czech and Jerry Knafla. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Professional Services Agreements**

1. **Surface and/or Utility Improvements, Eleventh Street Northeast, Bolton & Menk** – Motion was made by Mayor Zylka, seconded by Councilmember Liljegren approve and authorized the execution of a Professional Services Agreement with Bolton & Menk, Baxter, for the construction staking and observation of the proposed Eleventh Street Northeast project, at a cost not to exceed \$164,415, to be charged to the Permanent Improvement Revolving (PIR) Fund. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Surface and/or Utility Improvements, Safe Routes to School (SRTS), Bolton & Menk** – Motion was made by Councilmember Liljegren, seconded by Councilmember Gosiak approve and authorized the execution of a Professional Services Agreement with Bolton & Menk, Baxter, for the construction staking and observation of the proposed Safe Routes to School project, at a cost not to exceed \$34,945, to be charged to the Public Improvement 372. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Surface and/or Utility Improvements, Eighteenth Street Southeast, Bolton & Menk** – Motion was made by Councilmember Storlie, seconded by Mayor Zylka approve and authorized the execution of a Professional Services Agreement with Bolton & Menk, Baxter, for Tasks 1 and 2 (field services ad preliminary design) as submitted in their proposal dated December 23, 2020, for the proposed Eighteenth Street Southeast project, at a cost not to exceed \$78,650, to be charged to the Public Improvement 392. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

e. **Right-of-Way Appraisals, Eighteenth Street Southeast** – Motion was made by Councilmember Liljegren, seconded by Councilmember Hanson to approve the

quotation submitted by Nagell Appraisal & Consulting Inc., Plymouth, at a cost not to exceed \$5,400 to complete three appraisals as presented along the proposed Eighteenth Street Southeast project, to be charged to Public Improvement 392. On a roll call vote; Ayes: Knafla, Liljegren, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

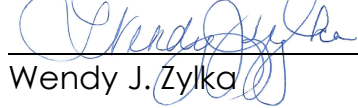
11. **ANNOUNCEMENTS**

a. Councilmember Gosiak gave a progress report on the Camp Ripley Veterans State Trail.

12. **ADJOURNMENT**

Council President Hircock adjourned the meeting at 8:19 p.m.

Respectfully submitted,



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Wendy J. Zylka