

**REGULAR CITY COUNCIL MEETING ~ NOVEMBER 15, 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 November 15, 2021, at 7:30 p.m. at City Hall in the Council Chambers. Councilmembers Knafla, Liljegren, Lundberg, Storlie, Hanson, Gosiak, Council President Hircock, and Mayor Zylka were present. It was determined there was a quorum.

2. **APPROVAL OF AGENDA**

Council President Hircock amended the agenda by adding 7.a.1. Motion was made by Councilmember Knafla, seconded by Councilmember Storlie to approve the agenda of November 15, 2021, as amended. 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 Liljegren to approve the City Council minutes of the special closed meeting of November 1, 2021; special work session meeting of November 1, 2021, as amended; the regular meeting of November 1, 2021; and the special closed meeting of November 1, 2021, 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 Lundberg to approve the bills totaling \$979,181.08 for check numbers 105795 through 105867. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

a. **Presentations**

1. **Mobile Video Recording Technology (Body Worn Camera, Video and Taser Equipment) Review** – Police Chief Schirmers provided a presentation on the proposed Mobile Video Recording Technology (Body Worn Camera, Video and Taser Equipment) policy that is proposed to be adopted. No action taken.

6. **CONSENT AGENDA**

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

- a. Received and placed on file the Animal Control report for October 2021; and
- b. Approved and authorized the execution of: 1) objective and scope of the audit of the Financial Statement of the City for December 2021 and 2022; 2) arrangement letter for hotel/motel and restaurant tax returned for the period of June 2021 to June 2022, and July 2022 to June 2023; 3) objective and scope to prepare the financial statements of the Little Falls Convention and Visitors Bureau for years ending 2021 and 2022; and 4) objection and scope to prepare the financial statement of the Morrison County Animal Humane Society for years ending 2021 and 2022; and
- c. Received and placed on file the Building report for September 2021; and
- d. Received and placed on file the Fire report for October 2021; and
- e. Received and placed on file the Heritage Preservation Commission minutes for November 2021, and the Certified Local Government Report for year 2020/2021; and
- f. Received and placed on file the Investment Recap dated October 31, 2021; and
- g. Received and placed on file the Park, Recreation and Tree Board minutes for October 2021; and
- h. Received and placed on file the Police report for October 2021; and
- i. Received and placed on file the resignation of William Holman's as a Park Maintenance Worker with the City effective November 19, 2021, and wished him well;
- j. Approved a request for a Temporary Roadway Closing, Sidewalk Closing, Sidewalk Display or Promotion permit of the Churchill Parking Lot by the Purple Carrot Market Co-op on December 11, 2021, contingent upon the appropriate paperwork and insurance listing

the City as additional insured for not less than \$1 million dollars, and approval is granted by the Fire and Police Chiefs, and the Public Works Director; and

k. Received and placed on file the Wastewater report for October 2021; and

l. Received and placed on file the Water report for October 2021.

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

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

### a. **Lettings**

#### 1. **Public Works Vehicles**

a. **Rescind Motion, January 4, 2021, Authorize Purchase of Vehicle** – Motion was made by Councilmember Hanson, seconded by Councilmember Storlie to rescind the City Council's motion of January 4, 2021, authorizing the purchase of a 2021 GMC Sierra 1500 pickup from Ranger Chevrolet, Hibbing, as it is no longer available, for Engineering. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Authorize Purchase of Vehicles, Boyer Trucks, Public Works** – Motion was made by Councilmember Hanson, seconded by Councilmember Storlie to authorize the purchase of four 2022 Ford F150 pickups, as detailed in the bid, from Boyer Trucks, Minneapolis, in the amount of \$35,656.36 each plus tax, title and license, for two in Engineering, one in Wastewater, and one in Water, to be charged to the Equipment Fund, Wastewater Improvement, and Water Improvement Funds. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

## 8. **OLD BUSINESS**

a. **Resolution 2021-85, Establish Retirement Benefits, Volunteer Firefighters** (Postponed 11/01/21) – Councilmember Gosiak introduced and moved for the adoption of Resolution 2021-85, a Resolution Establishing Retirement Benefits for the Paid On Call Firefighters. 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 2021-85 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**

1. **Post Park Maintenance Worker Position, Streets and Parks** – Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to authorize the positing of a Park Maintenance Work position within the International Union of Operating Engineers, Local 49, as required by the Labor Agreement, followed by a posting to the public; and further authorized the positing of the internal candidate's position within said Union, followed by posting to the public, if applicable. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Position Descriptions** – Motion was made by Councilmember Gosiak, seconded by Councilmember Storlie to approve the updated position descriptions as presented for the: Assistant Fire Chief, Fire Captain, Human Resources Director, Paid On Call Firefighters, Patrol Officers, Police Administrative Specialist, Police Records Technician, Police Sergeant Investigator, Police Captain, Wastewater Operator, Water Operator, and Water Superintendent. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Recommendation of Interview Committee, Daniel Kuchinski, Equipment Operator** – Motion was made by Councilmember Storlie, seconded by Councilmember Knafla to accept the recommendation of the Interview Committee and appointed Daniel Kuchinski an Equipment Operator in Streets and Parks, effective November 16, 2021, at Pay Grade 4, Step 6 \$26.62 per hour. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Resolution 2021-87, Establish Electronic Funds Wire Transfer** – Councilmember Storlie introduced and moved for the adoption of Resolution 2021-87, a Resolution Establishing Electronic Funds Wire Transfers. 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

2021-87 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

c. **Submit Assistance to Firefighters Grans, Self-Contained Breathing Apparatus, Fire** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to authorize the submittal of an Assistance to Firefighters Grant through the Federal Emergency Management Agency for self-contained breathing apparatus for the Fire Department, and should the grant be approved, authorized the execution of all documents necessary to receive said grant funds and pledged the required 5% matching funds. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Summary of City Administrator's Evaluation** – Mayor Zylka reviewed that on November 1, 2021, the City Council held a meeting pursuant to Minnesota Statute 13D.05, Subdivision 3, to evaluate the performance of City Administrator Jon Radermacher. As Mr. Radermacher did not request that the meeting be open to the public, the meeting was closed under the Minnesota Opening Meeting Law. The summary conclusions reached by the City Council from this meeting are Jon Radermacher has met and exceeded expectations as City Administrator in the areas of fiscal management and public relations; and Mr. Radermacher shown improvement on communication with staff and the City Council. In conclusion, the City Council appreciates Jon Radermacher's service and dedication to the City, looks forward to continuing its employment relationship with Mr. Radermacher and working towards the betterment of the Little Falls community. On a roll call vote; Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. The City Council affirmed the summary given by Mayor Zylka.

e. **Tolling Agreement, J.R. Ferche, Inc., Public Improvement 396** – Motion was made by Councilmember Knafla, seconded by Councilmember Hanson to accept the recommendation of the City Attorney, and approved the City of Little Falls, MN, and J.R. Ferche, Inc., Tolling Agreement for Claims on Eleventh Street Northeast, State Aid Project 136-128-011, for Public Improvement 396. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

### **11. ANNOUNCEMENTS**

Mayor Zylka announced that he will be attending the Coalition of Greater Minnesota Cities fall conference in Willmar.

### **12. ADJOURNMENT**

Council President Hircock adjourned the meeting at 8:23 p.m.

Respectfully submitted,

*Wendy J. Zylka*

[Wendy J. Zylka \(Dec 7, 2021 07:10 CST\)](#)

Wendy J. Zylka