

REORGANIZATIONAL CITY COUNCIL MEETING ~ JANUARY 3, 2023

o. **OATH OF OFFICE**

City Administrator Radermacher administered the oath of office to newly elected officials Mayor Gregory J. Zylka; Councilmember At Large, David Glaze; Councilmember Ward One Leif Hanson; Councilmember Ward Two Wayne Liljegren; Councilmember Ward Three David C. Meyer.

1. **CALL TO ORDER**

The reorganizational meeting of the City Council of the City of Little Falls was called to order by City Administrator Radermacher on Tuesday, January 3, 2023, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Knafla, Liljegren, Lundberg, Glaze, Meyer, Hanson, Gosiak, and Mayor Zylka were present. It was determined there was a quorum present.

a. **COUNCIL REORGANIZATION**

Election of Council President – City Administrator Radermacher called for nominations of Council President for 2023. Councilmember Gosiak nominated Councilmember Knafla. There being no other nominations, motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to cast a unanimous ballot for Councilmember Gerald Knafla as Council President for 2023. Ayes: Knafla, Liljegren, Lundberg, Zylka, Glaze, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

City Administrator Radermacher turned the meeting over to Council President Knafla at 7:34 p.m.

Election of Council Vice President – Council President Knafla called for nominations of Council Vice President for 2023. Councilmember Gosiak nominated Councilmember Liljegren. There being no further nominations, motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to cast a unanimous ballot for Councilmember Liljegren as Council Vice President for 2023. Ayes: Knafla, Liljegren, Lundberg, Zylka, Glaze, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

2. **APPROVAL OF AGENDA**

Council President Knafla amended the agenda by moving Item 7.a. to take place after Item 5. and added Item 9.e. Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to approve the agenda of January 3, 2023, as amended. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

3. **APPROVAL OF MINUTES**

Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to approve the City Council minutes of the special work session of December 19, 2022; and the regular meeting of December 19, 2022; as presented. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

4. **APPROVAL OF BILLS**

Motion was made by Councilmember Lundberg, seconded by Councilmember Hanson to approve the bills totaling \$461,438.54 for checks 108007 through 108068 as presented. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Letting**

1. **Self-Contained Breathing Apparatus (SCBA), Alex Air Apparatus, Fire** –

Motion was made by Mayor Zylka, seconded by Councilmember Gosiak to award the quotation, through Sourcewell, of \$200,914.60 from Alex Air Apparatus, Alexandria, for the purchase of twenty-five Drager Self Contained Breathing Apparatus (SCBA's) and corresponding equipment, for the firefighters, to be charged to the Fire Equipment Fund. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

6. **CONSENT AGENDA**

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

a. Approved an Application for Exempt Permit, to the Minnesota Charitable Gambling Control Board, to allow a raffle as requested by Church of St. Mary for a raffle to be held on February 21, 2023, on the church grounds at 305 Southeast Fourth Street, and further waived any waiting period; and

b. Received and placed on file the Housing and Redevelopment Authority minutes for October 2022.

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

8. **OLD BUSINESS**

a. **Amend Motion of December 19, 2022, Position Descriptions** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to amend the City Council's motion of December 19, 2022, by removing approval of the Assistant Police Chief and the Police Administrative Supervisor position descriptions. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Position Descriptions**

1. **Police Administrative Supervisor Update** – Motion was made by Councilmember Lundberg, seconded by Councilmember Gosiak to approve the position description update of the Police Administrative Supervisor. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Assistant Police Chief, Points, Pay Grade, and Post** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to approve the position description, point assignment of 590, and Pay Grade 21, of the Assistant Police Chief, and further authorized the position to be posted within the Little Falls Supervisors Union as required by the Labor Agreement. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Ordinance No. 37, Amend City Code Chapter 6, Mobile Food** (Introduced 12/19/22) – Councilmember Gosiak moved for the adoption of Ordinance No. 37, Seventh Series, an Ordinance Amending City Code Chapter 6, entitled "Business Regulations and Licensing", by Amended Section 6.39, entitled "Mobile Food Units". Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Glaze, Liljegren, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Abstention: Lundberg. Council President Knafla then declared said Ordinance No. 37 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. **Personnel**

1. **Resolution 2023-03, Authorize Execution of Labor Agreement, Law Enforcement Labor Services** – Councilmember Hanson introduced and moved for the adoption of Resolution 2023-03, a Resolution Authorizing the Execution of a Labor Agreement with Law Enforcement Labor Services, Inc., Local No. 68. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, Gosiak, and Glaze. Nays: none. Council President Knafla then declared said Resolution 2023-03 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2023-05, Establishing Nonunion Fulltime Employee Steps, Insurance, Benefits** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2023-05, a Resolution Establishing 2023 Nonunion Full-Time Employee Step Structures and Employer Paid Health Insurance Premiums, and Benefits. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Knafla, Meyer, Hanson, Gosiak, Glaze, and Liljegren. Council President Knafla then declared said Resolution 2023-05 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

3. **Nonunion Implementation of City Administrator and Human Resources**

Director, 2023 Pay Scale, Pay Grade – Motion was made by Councilmember Hanson, seconded by Mayor Zylka to approve the implementation of two nonunion employees, the City Administrator and Human Resources Director, on the 2023 pay scale, and further approved the City Administrator's placement in Grade 27, Step 5, anniversary date of September 28; and the Human Resources Director's placement in Grade 19, Step 1, anniversary date of January 19. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Petition, Install Street Light, Weston Circle** – Motion was made by Councilmember Gosiak, seconded by Councilmember Glaze to receive a petition requesting the installation of a streetlight on Weston Circle, instructed staff to verify signatures, and further forwarded to the Public Works Director/City Engineer for a recommendation. Ayes: Glaze, Liljegren, Lundberg, Zylka, Knafla, Meyer, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Resolution 2023-01, Designate Legal Newspaper, Morrison County Record** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2023-01, a Resolution Designating the *Morrison County Record* as the Official Newspaper. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Knafla, Meyer, Hanson, Gosiak, Glaze, Liljegren, and Lundberg. Council President Knafla then declared said Resolution 2023-01 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

d. **Resolution 2023-02, Designate Official Depositories** – Councilmember Hanson introduced and moved for the adoption of Resolution 2023-02, a Resolution Designating the Official Depositories of City Funds and Authorization of Electronic Funds Transfer for 2023. Councilmember Glaze seconded the motion for adoption. On a roll call vote; Ayes: Knafla, Meyer, Hanson, Gosiak, Glaze, Liljegren, Lundberg, and Zylka. Council President Knafla then declared said Resolution 2023-02 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

e. **Resolution 2023-07, Surface Transportation Block Grant Program, First Street Northeast Reconstruction Project** – Councilmember Hanson introduced and moved for the adoption of Resolution 2023-07, a Resolution Sponsoring the Pursuit of a Surface Transportation Block Grant Funding for the Little Falls First Street Northeast Reconstruction Project. Councilmember Glaze seconded the motion for adoption. On a roll call vote; Ayes: Meyer, Hanson, Gosiak, Glaze, Liljegren, Lundberg, Zylka, and Knafla. Council President Knafla then declared said Resolution 2023-07 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**

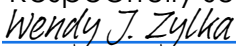
11. **ANNOUNCEMENTS**

a. Councilmember Gosiak reported two retirements within the Fire Department.

12. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 7:55 p.m.

Respectfully submitted,



Wendy J. Zylka (Jan 19, 2023 11:31 CST)

Wendy J. Zylka