

**REGULAR CITY COUNCIL MEETING ~ FEBRUARY 6, 2023**

**1. CALL TO ORDER**

The regular meeting of the City Council of the City of Little Falls was called to order by Council President Knafla on Monday, February 6, 2023, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Glaze, Hanson, Gosiak, Council President Knafla, and Mayor Zylka were present. It was determined there was a quorum present.

**2. APPROVAL OF AGENDA**

Councilmember Knafla amended the agenda by adding Item 7.a.5. Motion was made by Councilmember Lundberg, seconded by Mayor Zylka to approve the agenda of February 6, 2023, as amended. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

**3. APPROVAL OF MINUTES**

Motion was made by Councilmember Gosiak, seconded by Councilmember Meyer to approve the City Council minutes of the special work session of January 17, 2023; and the regular meeting of January 17, 2023; as presented. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

**4. APPROVAL OF BILLS**

Motion was made by Councilmember Hanson, seconded by Councilmember Glaze to approve the bills totaling \$565,658.11 for checks 108156 through 108246 as presented. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

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

**a. Awards**

1. **Department of Housing and Urban Development (HUD) Community Project Funding (Childcare Facility)** – Motion was made by Councilmember Glaze, seconded by Councilmember Hanson to accept the grant award of \$1,500,000 from the Department of Housing and Urban Development (HUD), for the construction of the proposed childcare facility; and further authorized the execution of said grant agreement and all documents necessary to receive said funds. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Clean Up and Recycling Grant Awards, Morrison County** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to accept the grant award of \$8,413.57 for the 2023 Clean Up Day and \$20,569.41 for Recycling program from Morrison County; and further authorized the execution of said grant agreements and all documents necessary to receive said funds. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

**6. CONSENT AGENDA**

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

a. Approved an Application for Exempt Permit to allow bingo and a raffle, and a Temporary On Sale Liquor License, all as requested by Holy Family Church for their annual Heritage Days event to be held on June 11, 2023, on the church grounds at 18777 Riverwood, contingent upon the appropriate paperwork, insurance and fees are paid, and approval is granted by the Minnesota Charitable Gambling Control Board, Police Chief and the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division; and

b. Approved to the Minnesota Charitable Gambling Control Board, an Application to Conduct Offsite Gambling and an Application for Exempt Permit as requested by the Little Falls Lindbergh Lions Club to allow bingo at the VFW Post 1112, 1210 Northeast Third Avenue, on April 21, 2023, and further waived any waiting period; and

c. Received and placed on file the Building report for November and December 2022; and

d. Approved the following requests by the Little Falls Dam Festival Organization for their annual event to be held at Maple Island Park on June 16 and 17, 2023: Application for Exempt Permit to allow bingo, raffle, and pull tabs, waiving any waiting

period; Parade Permit with a route of First Street East from Seventh Avenue Northeast to Eighth Avenue Southeast; Show/Dance License from 8 p.m. to 12:00 midnight at Maple Island Park; Temporary On Sale Liquor License allowing beer and wine; and Temporary Roadway Closing Permit closing Second and Third Avenues Southeast from First Street Southeast to Dewey Parkway; all contingent upon the appropriate paperwork, insurance and fees being provided; approval is granted by the Fire and Police Chiefs, Public Works Director/City Engineer, Department of Public Safety, Alcohol and Gambling Enforcement Division, and the Minnesota Charitable Gambling Control Board, and they clean up after the events; and

- e. Received and placed on file the Heritage Preservation Commission minutes for January 2023; and
- f. Received and placed on file the Morrison County Attorney's Prosecution report for November and December 2022; and
- g. Approved the execution of a Chaplaincy Agreement with Morrison County; and
- h. Authorized out of state travel of two police officers to attend the Drug Recognition Evaluator Program in Philadelphia, PA, February 26 through March 2, 2023, as requested by the Police Chief; and
- i. Approved Personnel Policy 13, Holidays, Leaves and Vacations, as amended; and
- j. Received and placed on file the Public Works report for December 2022; and
- k. Received and placed on file the Reviewed Financial Statements of Senior Citizens, Inc., dated December 31, 2022, as presented by Schlenner Wenner & Co.; and
- l. Received and placed on file the Water report for January 2023.

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

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

### a. **Lettings**

1. **Toughbook Laptops, Baycom, Police** – Motion was made by Mayor Zylka, seconded by Councilmember Hanson to award the quotation, off the State bid, of \$18,456 from BAYCOM, Maple Grove, for eight Panasonic FZ-55 Toughbook laptops and related software/equipment, for the Police Department, to be charged to the Police Budget. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Site Survey, Festler Land Surveying, Clubhouse and Golf Course** – Motion was made by Councilmember Lundberg, seconded by Councilmember Liljegren to ratify and confirm the low quotation of \$2,200 from Festler Land Surveying, Little Falls, for the site plan survey and certificate as listed within the quotation, of the Clubhouse and the Golf Course, to be charged to the Golf Improvement Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Office Furniture, KI, Public Works** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to award the quotation, off the State bid, of \$12,698.40, from Krueger International (KI)/Duet Resources, Milwaukee, WI, for office equipment for Public Works staff as listed, to be charged to the Equipment Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

4. **Map Connector GIS/SmartGov, Public Works and Administration** – Motion was made by Mayor Zylka, seconded by Councilmember Lundberg to award the quotation of \$2,047.48 from Brightly Software, Cary, NC, to connect with Morrison County's parcel information, to be charged to the IT Software Budget. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

5. **Schneider Geospatial, Beacon Management Portal** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to award the quotation of \$6,760 for initial setup and \$7,656 annually to host, from Schneider Geospatial, Indianapolis, IN, for hosting and setup fees of the Beacon Property Management Portal, with the setup to be charged to the Engineering Budget. Ayes:

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

8. **OLD BUSINESS**

a. **Ordinance No. 38, Seventh Series, Amend City Code Chapter 6, Business Regulations and Licensing, Section 6.31, Kennels** (Introduced 01/17/23) – Councilmember Glaze moved for the adoption of Ordinance No. 38, Seventh Series, an Ordinance Amending City Code Chapter 6, entitled “Business Regulations and Licensing”; by Amending Section 6.01, Entitled “Definitions”, and Section 6.31, entitled “Kennels”. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Council President Knafla then declared said Ordinance No. 38 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. **Mayor’s Appointments to Various Boards, Committees, etc.** – Motion was made by Councilmember Hanson, seconded by Councilmember Liljegren to accept the resignation of Joe Torbert from the Airport Commission, thanked him for his years of service; and further approved the Mayor’s appointments to the following authorities, boards, bureaus, commissions, and committees with terms as follows: Airport Commission, Greg Zylka, 01/31/26 and James Rhoades, 01/31/24; Community Services Advisory Board, David Glaze, 01/31/24; Economic Development Authority, Jeremy Hanfler, 01/31/29, and Gerald Knafla, 01/28/28; Fire Relief Association City Representatives, Greg Zylka and Frank Gosiak, 01/31/24; Heritage Preservation Commission, Don Opatz, 01/31/26; Housing and Redevelopment Authority, Brad Jenson, 01/31/28; Park, Recreation and Tree Board, Jon Vetter and Raquel Lundberg, 01/31/26; Planning Commission, Leif Hanson and James Birchem, 01/31/26; Rural Development Finance Authority, Mark Gerbi, 01/31/26, and Leif Hanson, 01/31/25. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Personnel**

1. **Interview Committee Recommendation, Joshua Pesta, Police Officer** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to accept the recommendation of the Interview Committee and appointed Joshua Pesta a Police Officer at Grade 13, Step 1, \$33.07 per hour, with lateral pay as presented, effective February 7, 2023, or as soon thereafter as his pre-employment screening has been completed. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Interview Committee Recommendation, Zachary Turcotte, Code Enforcement/Rental Housing Inspector** – Motion was made by Councilmember Gosiak, seconded by Mayor Zylka to accept the recommendation of the Interview Committee and appointed Zachary Turcotte to the Code Enforcement/Rental Housing Inspector position at Grade 8, Step 1, \$27.18 per hour, effective February 7, 2023, or as soon thereafter as pre-employment screening has been completed. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Election Polling Place Lease Agreement, Bethel Lutheran Church** – Motion was made by Councilmember Lundberg, seconded by Councilmember Meyer to approve and authorized the execution of the Election Polling Place Agreement with Bethel Lutheran Church as a Ward III polling place for all elections (i.e. primaries, special and general), at \$2,200, to be charge to the Elections Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Falls Fabricating Proposed Expansion Project, Call for Public Hearings**

1. **Resolution 2023-13, Tax Increment Financing** – Councilmember Hanson introduced and moved for the adoption of Resolution 2023-13, a Resolution Calling for a Public Hearing on the Proposed Amendment of Municipal District Number 1 and the Development Program Relating Thereto, Tax Increment Financing District No. 44 Therein and the Adoption of a Tax Increment Financing Plan Relating Thereto. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, Gosiak, and Lundberg. Nays: none. Council President Knafla then declared said Resolution 2023-13 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2023-14, Business Subsidy** – Mayor Zylka introduced and moved for the adoption of Resolution 2023-14, a Resolution Calling for a Public Hearing on the Proposed Adoption of Business Subsidy for Falls Realty/Falls Fabricating LLC. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Meyer, Zylka, Knafla, Glaze, Hanson, Gosiak, Lundberg, and Liljegren. Nays: none. Council President Knafla then declared said Resolution 2023-14 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

e. **Heritage Preservation Commission Support of Neon Lit Sign, Black Dog Opportunities LLC** – Motion was made by Councilmember Gosiak, seconded by Councilmember Meyer to receive the Heritage Preservation Commission's support; and further approved the request of Black Dog Opportunities LLC to allow for marquee lights on the former Falls Theatre building, 117 Southeast First Street. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

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

11. **ANNOUNCEMENTS**

12. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 8:07 p.m.

Respectfully submitted,

*Wendy J. Zylka*

Wendy J. Zylka (Feb 22, 2023 08:10 CST)

Wendy J. Zylka