

**REGULAR CITY COUNCIL MEETING ~ FEBRUARY 22, 2022**

**1. CALL TO ORDER**

The regular meeting of the City Council of the City of Little Falls was called to order by Council President Hircock on February 22, 2022, at 7:30 p.m. at City Hall in the Council Chambers. Councilmembers Liljegren, Lundberg, Storlie, Hanson, Gosiak, Council President Hircock, and Mayor Zylka were present. Councilmember Knafila was absent. It was determined that a quorum was present.

**2. APPROVAL OF AGENDA**

Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to approve the agenda of February 22, 2022, as presented. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**3. APPROVAL OF MINUTES**

Motion was made by Councilmember Gosiak, seconded by Councilmember Storlie to approve the City Council minutes of the special work session of February 7, 2022; and the regular meeting of February 7, 2022, as presented. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**4. APPROVAL OF BILLS**

Motion was made by Councilmember Liljegren, seconded by Councilmember Hanson to approve the bills totaling \$602,068.81 for checks 106266 through 106334. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

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

**a. Award**

**1. OurTown 56345, Sharing the Vision, Engaging the Community, Five Wings Arts Council** – Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to accept Grant ABCD22-01 from the Five Wings Arts Council for the OurTown 56345 Sharing the Vision, Engaging the Community, in the amount of \$7,500. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

**6. CONSENT AGENDA**

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

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 12, 2022, 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 Off Site Gambling to allow a raffle and pulltabs as requested by the Minnesota Fishing Museum at 304 West Broadway on December 4, 2022; and

c. Authorized the participation in the 2022 Day of Caring which includes purchasing lawn/leaf bags for the event; renting port-a-potties; contracting with garbage hauler for the collection of leaves; and staff time picking up garbage/leaves from the routes and the City parks and playgrounds on May 4, 2022, with the funds to be charged to the Park Budget; and

d. Received and placed on file the Economic Development Authority minutes of February 2022; and

e. Received and placed on file the Heritage Preservation Commission minutes of February 2022; and

f. Received and placed on file the Housing and Redevelopment Authority minutes of January 2022; and

g. Approved the execution of the Chaplaincy Agreement with the Morrison County Sheriff's Office for 2022/2023; and

h. Approved an Application for Parade, Walk/Run/Bike event requested by Touright Bicycle Shop, 124 Northeast Second Street, to be held on May 21, 2022, as presented, contingent upon the appropriate paperwork being provided, they clean up after the event, and approval is granted by the Police Chief; and

- i. Received and placed on file the Police report for January 2022; and
- j. Received and placed on file the Public Works report for January 2022; and
- k. Received and placed on file the Wastewater report for January 2022.

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

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

### a. **Public Hearings**

1. **Resolution 2022-15, Order in Public Improvement 397 and Call for Plans and Specifications, Gayle Drive** – Council President Hircock opened a scheduled public hearing at 7:35 p.m. to consider surface and/or utility improvements on Gayle Drive between Riverwood Drives. Public Works Director/City Engineer Kimman provided the affidavit of publication, reviewed the costs of the proposed project, and explained the deferral of special assessment policy. Asking questions were: Brenda McMahan, 14752 Circle Drive; Jamie Sunder, 17699 Gayle Drive; Michael Rakow, 17763 Gayle Drive; Reagan Bird, 17687 Gayle Drive; Robert Loukinen, 17781 Gayle Drive; and Tony Bergman, 17815 Gayle Drive. Council President Hircock closed the public hearing at 8:06 p.m. Councilmember Hanson introduced and moved for the adoption of Resolution 2022-15, a Resolution Ordering in Public Improvement 397, Surface and/or Utility Improvements on Gayle Drive, and Called for Plans and Specifications for said Project. Councilmember Gosiak seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Lundberg, Zylka, Hircock, Hanson, and Gosiak. Nays: Knafla (absent) and Storlie. Council President Hircock then declared said Resolution 2022-15 to have failed as a 7/8 vote of the City Council is required.

2. **Resolution 2022-16, Order in Public Improvement 397 and Call for Plans and Specifications, Circle Drive** – Council President Hircock opened a scheduled public hearing at 8:13 p.m. to consider surface and/or utility improvements on Circle Drive from approximately 460 feet northerly on Pine Avenue to Park Avenue. Public Works Director/City Engineer Kimman provided the affidavit of publication, reviewed the costs of the proposed project, and explained the deferral of special assessment policy. Asking questions were: John and Brenda McMahan, 14752 Circle Drive; Robert Kempenich, 14762 Circle Drive; Joe Davich, 16997 Circle Drive; and Terry Wasland, 14834 Circle Drive. Council President Hircock closed the public hearing at 8:29 p.m. Councilmember Hanson introduced and moved for the adoption of Resolution 2022-16, a Resolution Ordering in Public Improvement 397, Surface and/or Utility Improvements on Circle Drive, and Called for Plans and Specifications for said Project. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: Knafla (absent). Abstention: Liljegren. Council President Hircock then declared said Resolution 2022-16 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

3. **Resolution 2022-17, Order in Public Improvement 390 and Call for Plans and Specifications, Fourth Street East** – Council President Hircock opened a scheduled public hearing at 8:36 p.m. to consider surface and/or utility improvements on Fourth Street East from the US Highway 10 overpass to a point approximately 300 feet northerly of Trunk Highway 27. Public Works Director/City Engineer Kimman provided the affidavit of publication, reviewed the costs of the proposed project, and explained the deferral of special assessment policy. Asking questions were: Charles Martin, 814 Southeast Fourth Street; Donna Waldvogel, 710 Southeast Fourth Street; Lesa Harmon, 500 Southeast Fourth Street; Daniel Weyer, 12721 Fantail Road, Royalton; and John McMahan, 14752 Circle Drive. Council President Hircock closed the public hearing at 9:01 p.m. Councilmember Storlie introduced and moved for the adoption of Resolution 2022-17, a Resolution Ordering in Public Improvement 390, Surface and/or Utility Improvements on Fourth Street East and Called for Plans and Specifications for said Project. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hircock, Storlie, Hanson, Gosiak, Liljegren, and Lundberg. Nays:

Knafila (absent). Council President Hircock then declared said Resolution 2022-17 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

4. **Petition, Opposing Installation of Sidewalk, 800 Block Fourth Street Southeast**

– Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to receive a petition opposing the installation of sidewalk on the westerly side of the 800 block of Fourth Street Southeast. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Lettings**

1. **Evidence Locker, Elite Fence & Deck, Police Annex**

– Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to award the low quotation of \$4,850 from Elite Fence & Deck, Brainerd, to furnish and install an evidence storage locker at the Police annex facility, to be charged to the Police Budget. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Surveillance System, All State Communications, Police Annex**

– Motion was made by Councilmember Lundberg, seconded by Councilmember Liljegren to award the quotation, through Morrison County's purchasing agreement, of \$14,380 from All State Communications, Sauk Rapids, as presented in the quotation, for the Police annex facility, to be charged to the Equipment Fund. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **24" MF Butterfly Valves, Core & Main, Water**

– Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to award the low quotation of \$21,000 from Core & Main, St. Cloud, for two 24" MJ Butterfly Valves for Public Improvement 390, to be charged to the Project. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Public Improvement 393, Fourteenth Street Southeast, Surface and/or Utility Improvements**

1. **Resolution 2022-18, Order Feasibility Report**

– Councilmember Liljegren introduced and moved for the adoption of Resolution 2022-18, a Resolution Ordering a Feasibility Report for the Proposed Surface and/or Utility Improvement on Fourteenth Street Southeast from a point approximately 450 feet southerly of Fifth Avenue Southeast to a point approximately 1,100 feet southerly of Fifth Avenue Southeast. Mayor Zylka seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Storlie, Hanson, Gosiak, Liljegren, Lundberg, and Zylka. Nays: Knafila (absent). Council President Hircock then declared said Resolution 2022-18 to have received the majority vote of the entire City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2022-19, Accept Feasibility Report and Call for Public Hearing**

– Councilmember Hanson introduced and moved for the adoption of Resolution 2022-19, a Resolution Accepting the Feasibility Report and Calling for a Public Hearing on the Proposed Surface and/or Utility Improvement on Fourteenth Street Southeast from a point approximately 450 feet southerly of Fifth Avenue Southeast to a point approximately 1,100 feet southerly of Fifth Avenue Southeast, for March 21, 2022. Councilmember Storlie seconded the motion for adoption. On a roll call vote; Ayes: Storlie, Hanson, Gosiak, Liljegren, Lundberg, Zylka, and Hircock. Nays: Knafila (absent). Council President Hircock then declared said Resolution 2022-19 to have received the majority vote of the entire City Council and the same to have been duly passed, approved, and adopted.

b. **Resolution 2022-20, Approve Plans and Specifications and Call for Bids**

**(Materials), Public Improvement 390** – Councilmember Storlie introduced and moved for the adoption of Resolution 2022-20, a Resolution Approving the Plans and Specifications and Calling for Bids on for Certain Materials on Public Improvement 390, (i.e. Fourth Street East). Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Hanson, Gosiak, Liljegren, Lundberg, Zylka, Hircock, and Storlie. Nays: Knafila (absent). Council President Hircock then declared said Resolution 2022-20 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. **Letter of Retirement, Lori Kasella, Finance Officer** – Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to receive, and place on file the letter of retirement from Lori Kasella as the Finance Officer, effective June 30, 2022, thanked her for her over 40 years of services to our community, and wished her well in her retirement. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Position Description Update and Post, Finance Officer** – Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to approve the updated position description of the Finance Officer which remains in Pay Grade 16, and authorizes the posting of said position with the LF Supervisors Union, and to the public should no one within the Union apply or be qualified. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Administrative Specialist, Position Description, Points, Pay Grade, and Post** – Motion was made by Councilmember Lundberg, seconded by Councilmember Gosiak to approve the position description of the Administrative Specialist, the assignment of 185 points for placement in Pay Grade 4, and further authorized the posting within the American Federation of State, County and Municipal Employees Council 65 Union as required by the Labor Agreement, and to the public should no one within the Union apply or be qualified. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

4. **Engineering Technician, Post** – Motion was made by councilmember Storlie, seconded by Mayor Zylka to authorize the posting for an Engineering Technician within the American Federation of State, County and Municipal Employees Council 65 Union as required by the Labor Agreement, at Pay Grade 8, and to the public should no one within the Union apply or be qualified. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

5. **Recommendation of Interview Committee, Appoint Calvin Tschida, Patrol Officer** – Motion was made by Councilmember Liljegren, seconded by Councilmember Gosiak to accept the recommendation of the Interview Committee and appoint Calvin Tschida a Patrol Officer at Pay Grade 8, Step 1, and include Lateral Pay based on his prior experience as set in the Law Enforcement Labor Services Labor Agreement, contingent upon successful completion of a background investigation, physical examination, and passing the drug/alcohol testing, effective as soon as he is available. Ayes: Liljegren, Lundberg, Zylka, Hircock Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Ordinance No. 29, Seventh Series, Amend City Code Chapter 2, Ward Boundaries** – Councilmember Hanson introduced Ordinance No. 29, Seventh Series, an Ordinance Amending City Code Chapter 2, Section 2.01, Paragraph A., Ward Boundaries, as required by redistricting.

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

11. **ANNOUNCEMENTS**

12. **ADJOURNMENT**

Council President Hircock recessed the meeting at 9:22 p.m.

Motion was made by Councilmember Gosiak, seconded by Councilmember Storlie to go into a closed meeting at 9:28 p.m. pursuant to Minnesota Statute 13D.05, Subdivision 3(c), to determine the asking price or develop or consider offers or counteroffers for real property described as 600 Southwest Thirteenth Street. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Motion was made by Mayor Zylka, seconded by Councilmember Hanson to reopen the meeting at 9:35 p.m. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Motion was made by Councilmember Storlie, seconded by Councilmember Hanson to go into a closed meeting at 9:36 p.m. pursuant to Minnesota Statute 13D.05, Subdivision 3(c), to determine the asking price or develop or consider offers or counteroffers for real property under Parcel No. 48.6522.001. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Motion was made by Councilmember Lundberg, seconded by Councilmember Storlie to reopen the meeting at 9:44 p.m. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to go into a closed meeting at 9:46 p.m. pursuant to Minnesota Statutes 13D.05, Subdivision 3(b) under attorney-client privilege to consider pending and threatened litigation involving Cody Shields and property at 715 Northeast Fifth Street. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Motion was made by Councilmember Lundberg, seconded by Councilmember Liljegren to reopen the meeting at 10:36 p.m. Ayes: Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

Council President Hircock adjourned the meeting at 10:37 p.m.

Respectfully submitted,



Wendy J. Zylka (Mar 8, 2022 13:07:41)

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Wendy J. Zylka