

REGULAR CITY COUNCIL MEETING ~ OCTOBER 17, 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 Monday, October 17, 2022, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Knafla, Liljegren, Lundberg, Storlie, Hanson, Gosiak, Council President Hircock, and Mayor Zylka were present. It was determined there was a quorum present.

2. APPROVAL OF AGENDA

Motion was made by Councilmember Lundberg, seconded by Councilmember Knafla to approve the agenda of October 17, 2022, as presented. 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 work session of October 3, 2022; the regular meeting of October 3, 2022; and the closed meetings of October 3, 2022; all 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 Hanson to approve the bills totaling \$901,473.96 for checks 107585 through 107678. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

5. AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS

a. Donations

1. **Resolution 2022-74, Third Quarter Donations** – Councilmember Hanson introduced and moved for the adoption of Resolution 2022-74, a Resolution Accepting Donations for Third Quarter 2022. Councilmember Storlie 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 2022-74 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

b. Proclamation

1. **National Veterans Small Business Week, October 31 through November 4, 2022** – Mayor Zylka proclaimed the week of October 31 through November 4, 2022, as National Veterans' Small Business Week.

6. CONSENT AGENDA

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

a. Received and placed on file the Animal Control report for September 2022; and

b. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by the Little Falls Convention and Visitors Bureau to allow a raffle at Maple Island Park on January 6, 2023, and further waived any waiting period; and

c. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by St. Mary's Parish to allow a raffle on their grounds located at 305 Southeast Fourth Street, on December 11, 2022, and further waived any waiting period; and

d. Received and placed on file the Heritage Preservation Commission's Certified Local Government report for 2021/2022; and

e. Approved Deferral of Assessment 2022A for Public Improvement 391; and

f. Received and placed on file the Economic Development Authority minutes for October 2022; and

g. Received and placed on file the Fire report for September 2022; and

h. Ratified and confirmed the submittal of a grant application to the Federal Rail Administration for a FY22 Railroad Crossing Elimination (Trunk Highway 27/Memorial Bridge) to fund planning and environmental reviews, etc., and further authorized the submittal of a Consolidated Rail Infrastructure and Safety Improvement Grant Program (CRISI) to improve safety on said bridge; and

i. Received and placed on file the Heritage Preservation Commission minutes for October 2022; and

j. Received and placed on file the Housing and Redevelopment Authority minutes for September 2022; and

k. Ratified and confirmed an internship requested by Logan Guck, under Policy 11, at the Water facility from October 10 through 14, 2022; and

l. Received and placed on file the Investment Recap dated September 30, 2022; and

m. Received the resignations of Jordan Giese and Trevor Killeaney as parttime Patrol Officers effective October 18, 2022, and wished them well in their future pursuits; and

n. Received and placed on file the Wastewater report for September 2022; and

o. Received and placed on file the Water report for September 2022.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Lettings**

1. **Benefit Cost Analysis Trunk Highway 27 Memorial Bridge Project, Short Elliott Hendrickson Inc.** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to award a professional services agreement to Short Elliott Hendrickson for a Benefit Cost Analysis (BCA) for traffic impact on the proposed Trunk Highway 27/Memorial Bridge at grade rail crossing at a cost of \$15,679, to be charged to Project 381. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Laboratory Testing Equipment, Hach Company, Wastewater** – Motion was made by Councilmember Knafla, seconded by Councilmember Liljegren to award the quotation of \$8,629.21 from Hach Company, Loveland, CO, for the purchase of a DR 3900 Spectrophotometer, related equipment, and Reagent sets for the Wastewater facilities, to be charged to the Wastewater Equipment Fund. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Snow Removal Equipment Rental** – Motion was made by Councilmember Liljegren, seconded by Councilmember Hanson to award the quotation from Strong Enterprises, Little Falls, for the rental of snow removal equipment for a three-year term. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

4. **Uniforms, Rugs, etc., Cintas Facilities Agreement** – Motion was made by Councilmember Lundberg, seconded by Councilmember Storlie to award the Facility Agreement with Cintas, St. Cloud, for uniforms, mats, towels, and toiletry supply services for the City, to begin the last week of January 2023. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Amend City Council Motion of January 21, 2020, Pickup, Custom Truck, Wastewater** – Motion was made by Councilmember Hanson, seconded by Councilmember Lundberg to amend the City Council motion of January 21, 2020, and award the updated quotation of \$47,179.68 from Truck Utilities, St. Paul, for the delay in constructing the service body, to be charged to the Equipment Fund. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

9. **NEW BUSINESS**

a. **Personnel**

1. **Recommendation, Spencer Notch, Park Maintenance Worker** – Motion was made by Councilmember Knafla, seconded by Mayor Zylka to accept the recommendation of the Interview Committee, and appointed Spencer Notch to the Park Maintenance Worker position at Pay Grade 3, Step 1, \$22.31 per hour, contingent upon successful completion of a background check, physical examination, and passing the drug/alcohol testing, effective as soon as he is available. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Interview Committee Recommendation, Joe Sobania, Wastewater Operator; Authorization to Advertise, Engineering Technician** – Motion was made by Councilmember Storlie, seconded by Councilmember Liljegren to accept the recommendation of the Interview Committee and appointed Joseph Sobania as Wastewater Operator, effective October 31, 2022, at Pay Grade 5, Step 3, \$26.60 per hour; and further authorized the posting of the Engineering Technician position as required by the Labor Agreement within the American Federal of State, County, and Municipal Employees Union Council 65, and should no one apply or be qualified, further authorized posting to the public. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Memorandum of Understanding, Minnesota Pollution Control Agency, Per and Polyfluoroalkyl Substances** – Motion was made by Councilmember Lundberg, seconded by Councilmember Gosiak to approve the Memorandum of Understanding with the Minnesota Pollution Control Agency for the testing of polyfluoroalkyl chemicals (PFAS) in the wastewater influent, to be charged to the Wastewater Operating Budget. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Purchase Agreement, Little Falls Lions Club, Lions Park** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to approve, and authorize a purchase agreement with the Little Falls Lions Club for the Lions Park. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Recommendation of Planning Commission, Resolution 2022-73, Variance Setbacks, McDonalds** – Motion was made by Councilmember Lundberg to accept the recommendation of the Planning Commission and introduced and moved for the adoption of Resolution 2022-73, a Resolution Approving a Variance Request to Reduce Setbacks, to erect a 70-foot flagpole, as requested by Glen Cook (McDonalds), 104 LeMieur Street. Councilmember Storlie 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 2022-73 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

e. **Resolution 2022-72, Pledged Partnership with Independent School District 482, Childcare Facility** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2022-72, a Resolution Authorizing a Pledged Partnership with Independent School District 482 for a Childcare Facility; and further authorized the City Administrator to submit the required documents to the United States Department of Housing and Urban Development's as required in their Letter of Invitation. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Hanson, Gosiak, Knafla, and Liljegren. Nays: Storlie. Council President Hircock then declared said Resolution 2022-72 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

f. **Resolution 2022-75, Certify Delinquent Utility, Morrison County** – Councilmember Hanson introduced and moved for the adoption of Resolution 2022-75, a Resolution Certifying to the Morrison County Auditor certain Delinquent Utility Accounts for Collection in 2023. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, Liljegren, and Lundberg. Nays: none. Council President Hircock then declared said Resolution 2022-75 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

g. **Resolution 2022-76, Certify Delinquent Administrative Offense, Miscellaneous Accounts**

– Councilmember Lundberg introduced and moved for the adoption of Resolution 2022-76, a Resolution Certifying to the Morrison County Auditor certain Delinquent Administrative and Miscellaneous Accounts for Collection in 2023. Councilmember Knafla seconded the motion for adoption. On a roll call vote; Ayes: Hircock, Storlie, Hanson, Gosiak, Knafla, Liljegren, Lundberg, and Zylka. Nays: none. Council President Hircock then declared said Resolution 2022-76 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

h. **Sourcewell Community Match Grant, Merger Facilitator** – Motion was made by Councilmember Storlie, seconded by Councilmember Lundberg to authorize the submittal of a Community Match Fund Grant application to Sourcewell in the amount of \$6,250 to hire Fair Winds Consulting as a facilitator for the merger between the Little Falls Area Chamber of Commerce and the Little Falls Convention and Visitors Bureau (dba Visit Little Falls); and further authorize the matching funds of \$6,250 to be charged to the City held Tourism Administrative Funds should the grant be approved. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

i. **Summary of City Administrator Performance Evaluation** – Motion was made by Councilmember Hanson, seconded by Mayor Zylka to affirm the Summary of City Administrator Performance Evaluation as provided by Mayor Zylka. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, 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 Hircock adjourned the meeting at 8:18 p.m.

Respectfully submitted,

Wendy J. Zylka

[Wendy J. Zylka \(Nov 8, 2022 07:23 CST\)](#)

Wendy J. Zylka