

REGULAR CITY COUNCIL MEETING ~ DECEMBER 19, 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, December 19, 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

Council President Hircock amended the agenda by adding check numbers, updating the bills total; and correcting the date of Item 6.i. Motion was made by Councilmember Lundberg, seconded by Councilmember Gosiak to approve the agenda of December 19, 2022, 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 Knafla, seconded by Councilmember Liljegren to approve the City Council minutes of the special work session of December 5, 2022; the regular meeting of December 5, 2022; and the closed meeting of December 5, 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 Storlie, seconded by Councilmember Lundberg to approve the bills totaling \$333,196.08 for checks 107899 through 108006 as amended. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

5. AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS

a. Donation

1. **Little Falls Fire Relief Association, Equipment** – Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to accept the donation of \$10,194.69 from the Little Falls Fire Department Relief Association to be used toward the purchase of fire equipment. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

6. CONSENT AGENDA

Motion was made by Councilmember Storlie, seconded by Councilmember Knafla to take the following action on Consent Agenda items a. through k., and amended:

- a. Received and placed on file the Airport Commission minutes for October 2022; and
- b. Received and placed on file the Animal Control report for November 2022; and
- c. Received and placed on file the Fire report for November 2022; and
- d. Received and placed on file the Heritage Preservation Commission minutes for December 2022; and
- e. Received and placed on file the Police report for November 2022; and
- f. Approved Policy 21 and Personnel Policy 28 for the Memorials and Flowers; and
- g. Received and placed on file the Public Works report for November 2022; and
- h. Received and placed on file the Recycling report for November 2022; and
- i. Affirmed the meeting date changes for the regular City Council meetings in 2023 that fall on legal holidays to the following Tuesday; and
- j. Received and placed on file the Wastewater report for November 2022; and
- k. Received and placed on file the Water report for November 2022.

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

7. **PUBLIC HEARINGS AND LETTINGS**

8. **OLD BUSINESS**

a. **Resolution 2022-88, Installation of Streetlights, Prairie Drive** – Councilmember Hanson introduced and moved for the adoption of Resolution 2022-88, a Resolution Authorizing Streetlights on Prairie Drive. 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 2022-88 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. **Position Description Updates** – Motion was made by Councilmember Knafla, seconded by Councilmember Storlie to approve the following updated position descriptions for 2023: Accounting Technician – AP; Accounting Technician – Payroll; Administrative Specialist; Finance Director; Utility Billing Clerk; City Clerk; City Administrator; Public Works Director/City Engineer; Engineering Technician; Utility Technician; Fire Chief; Park Maintenance Worker; Police Administrative Supervisor; Assistant Police Chief; Police Chief; Police Officer; Police Sergeant; Police Sergeant Investigator; Police Investigator; Police Records Technician; Equipment Operator; Heavy Equipment Operator; Wastewater Superintendent; Water Superintendent; Water and Wastewater Operator; and Janitor. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Code Enforcement/Rental Housing Inspector Position Description, Points, and Advertise** – Motion was made by Councilmember Gosiak, seconded by Mayor Zylka to approve the position description and assignment of 205 Points and Pay Grade 8 to the Code Enforcement/Rental Housing Inspector and further authorized posting within the American Federation of State, County, and Municipal Employees (AFSCME) as required by the Labor Agreement, followed by a posting to the public. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Resolution 2022-89, Establish Retirement Benefits, Paid On Call Firefighters** – Councilmember Storlie introduced and moved for the adoption of Resolution 2022-89, a Resolution Establishing Retirement benefits for Paid On Call Firefighters. 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 2022-89 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

4. **Pay Scale 2023** – Motion was made by Councilmember Hanson, seconded by Councilmember Gosiak to approve the 2023 Pay Scale. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Resolution 2022-90, Water, Sewer, Storm Sewer, Garbage, and Recycling Rates** – Councilmember Gosiak introduced and moved for the adoption of Resolution 2022-90, a Resolution Establishing Water, Sewer, Storm Water, Garbage, and Recycling Rates for 2023. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Zylka, Hircock, Storlie, Hanson, Gosiak, Knafla, and Liljegren. Nays: none. Council President Hircock then declared said Resolution 2022-90 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

c. **Resolution 2022-91, Preliminary Resolution, Conduit Financing, Park Place Apartments** – Mayor Zylka introduced and moved for the adoption of Resolution 2022-91, a Resolution Calling for a Public Hearing on a Proposal for a Housing Finance Program and Giving Preliminary Approval to the Issuance of Housing Facility Revenue Bonds to Finance Multi-Family Housing Projects and Authorizing the Publication of a Notice of Hearing (Park Place and Courtyard Apartments Projects). Councilmember Knafla 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 2022-91 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

d. **Resolution 2022-92, Reestablishing Polling Places** – Councilmember Knafla introduced and moved for the adoption of Resolution 2022-92, a Resolution Reestablishing Wards and Polling Places. Councilmember Gosiak 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 2022-92 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

e. **Resolution 2022-93, Writing Off Delinquent Accounts, Tax Forfeited, or Bankrupt** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2022-93, a Resolution Writing Off Certain Delinquent Accounts; Unable to Locate, Tax Forfeited, or Bankrupt. Councilmember Hanson seconded the motion for adoption. On a roll call vote; Ayes: Storlie, Hanson, Gosiak, Knafla, Liljegren, Lundberg, Zylka, and Hircock. Nays: none. Council President Hircock then declared said Resolution 2022-93 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

f. **Renewal/Extension of Agreements**

1. **Animal Control Agreement, Frederick Tabatt** – Motion was made by Councilmember Hanson, seconded by Councilmember Storlie to approve the Animal Control Agreement with Frederick Tabatt for the purposes of animal control services. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Collection of Solid Waste Agreement Assigned, City Sanitary Commercial Inc. (Chris and Jodi Burgardt)** – Motion was made by Councilmember Gosiak, seconded by Councilmember Knafla to approve the Assignment of the Collection of Solid Waste Agreement with City Sanitary Commercial, Inc. (Chris and Jodi Burgardt). Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Little Falls Convention and Visitors Bureau (Visit Little Falls) Tourism Contract** – Motion was made by Councilmember Liljegren, seconded by Councilmember Storlie to approve the Tourism Contract with the Little Falls Convention and Visitors Bureau (Visit Little Falls) through December 31, 2023. Ayes: Knafla, Liljegren, Lundberg, Zylka, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Motion carried.

4. **Planning and Zoning (Contracted Services), Sourcewell** – Motion was made by Councilmember Hanson, seconded by Councilmember Knafla to approve the Planning and Zoning Contract Services with Sourcewell. Ayes: Knafla, Liljegren, Lundberg, Hircock, Storlie, Hanson, and Gosiak. Nays: none. Abstention: Zylka. Motion carried.

g. **Ordinance No. 37, Seventh Series, Amend Chapter 6, Section 6.39, Mobile Food Units** – Councilmember Hanson introduced Ordinance No. 37, Seventh Series, an Ordinance Amending Chapter 6, Section 6.39, to include a Temporary Permit to Allow Mobile Food Unit Operations for up to two consecutive days.

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

11. **ANNOUNCEMENTS**

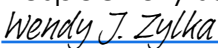
a. Council President Hircock and Councilmember Storlie thanked the City Council, City employees, and the residents of Little Falls for their time serving on the City Council.

b. Councilmember Gosiak reported a constituent complaint regarding traffic on Eighteenth Street.

12. **ADJOURNMENT**

Council President Hircock adjourned the meeting at 8:25 p.m.

Respectfully submitted,


Wendy J. Zylka (Jan 4, 2023 12:38 CST)

Wendy J. Zylka