COUNCIL PROCEEDINGS

Tuesday, December 19, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 PM on December 19, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, McCraw, Narverud, Pream, Lorenson, Aarestad and Bolduc. Councilmember absent: Arlt. Mayor Holmer chaired the meeting.

PUBLIC HEARING - RESIDENTIAL TAX ABATEMENT

Public Works Director Travis Giffen presented that 3 new properties were added to the abatement program this year. Total abatement is $13,017.82. Nobody came up to talk at the hearing.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

Surface Water Assessment

Presentation by Derek Richter - Statewide Surface Water Planner and Dan Disrud - NW District DWP Planner

APPROVE AGENDA

Councilmember Mike Lorenson motioned, being seconded by Councilmember Anthony Bolduc, to approve the agenda with the addition 9.17 and 9.18.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 12.273.23: Approval of December 5, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 12.273.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve December 5, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.274.23: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 12.274.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $658,943.21. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.275.23: Approval To Process Year-End Accounts Payable Through December 29, 2023

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 12.275.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, Annually, the City Council can authorize payment of year-end bills to simplify the year-end accounting.

THEREFORE, BE IT RESOLVED By the City Council, to authorize staff to process year-end accounts payable with payment on December 29, 2023. Staff will email a report to the Council prior to payment with Council invited to contact City Administrator Angela Philipp if they see something they question.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.276.23: Additional Uncollectible Utility Account Write-offs

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 12.276.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

THEREFORE, BE IT RESOLVED Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts in the amount of $8,072.76 has been submitted to the MN Revenue Recapture program, $2,980.17 in misc. write-offs.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.277.23: Approve TRF Chamber of Commerce Temporary Intoxicating Liquor License

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 12.277.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The TRF Chamber of Commerce has applied for a Temporary Intoxicating Liquor License yearly.

WHEREAS, Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

THEREFORE, BE IT RESOLVED Approve a Temporary Intoxicating Liquor License to TRF Chamber of Commerce effective August 16th & 18th, 2024, from 4 pm to 1 am at the Pennington County Fair Grounds.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.278.23: Approve Bruggeman Family Beer in the Park Permit

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 12.278.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, Becky Tranby has applied for a Beer in the Park Permit for a family reunion for 100 guests at Hartz Park East and West.

WHEREAS, The park has been reserved with the Parks and Recreation Department. No financial transactions may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge). The permit allows for the consumption of 3.2 Malt Liquor Only. No strong beer, wine, or intoxicating liquor is allowed.

THEREFORE, BE IT RESOLVED Approve a Beer in the Park Permit Effective July 6, 2024, from 9 am to 7 pm for Bruggeman Family Reunion at Hartz Park East and West.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.279.23: Approve 2024 Water Treatment Plant Chemical Bids

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 12.279.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls Water Systems Department solicits bids annually for chemicals used in the Water Treatment Plant to provide budget stability throughout the next twelve months.

WHEREAS, Inflation across the board has significantly increased bids for 2024. The budget has been adjusted accordingly.

THEREFORE, BE IT RESOLVED Approve the low Water treatment Plant Chemical Bids for calendar year 2023 as presented.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 12.280.23: Surface Water Assessment

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 12.280.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Minnesota Department of Health along with AEcom engineering prepared a Source Water Assessment for the City of Thief River Falls.

WHEREAS, The Minnesota Department of Health identifies various sources and possible contaminants and threats. This updated Source Water Assessment will guide the amended Source Water Intake Protection Plan.

THEREFORE, BE IT RESOLVED Approve the 2023 Minnesota Department of Health Source Water Assessment and authorize the appropriate signatures.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.281.23: Approval of Tax Abatements

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 12.281.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The homeowner must submit a copy of their property tax statement and proof of payment. There are three new properties eligible for abatement this year. There are three existing properties in the second year, four in the third year, five in the fourth year of the abatement program. This program expired December 31, 2020. Any homes meeting the qualifications with building permits issued prior to December 31, 2020 will be honored. The abatement program was reinstated January 1, 2022 and will terminate December 31, 2026.

THEREFORE, BE IT RESOLVED Approve Tax Abatement for the following properties.

First Year

- 2006 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-024 Block-001. Parcel Number 25.12102410 - Haven Kuehn. Total estimated abatement is $1000.28.
- 2020 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-017 Block-001. Parcel Number 25.12101710 - Kevin Roberts. Total estimated abatement is $973.55.
- 2014 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-020 Block-001. Parcel Number 25.12102010 - Rebekah & Derek Lion. Total estimated abatement is $886.68.

Second Year

- 828 Alice Drive. First Southeast Addition Lot-015 Block-003. Parcel number 25.03304129 – James Trojanowski. Total estimated abatement is $1160.66.
- 208 Willow Rd. Noreen's First Addition S1/2 of lot 21 & Lot 22 less the SO 12' Blk 4 Parcel number 25.06205200– Margaret Porter. Total estimated abatement is $815.24.
- 2024 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-015 Block-001 Parcel number 25.12101510 – Shelby Hagen. Total estimated

abatement is $837.85.

Third Year

- 212 Willow Road. Noreen's First Addition SO 12' of Lot 22, Lot 23, Lot 24 Less SO 44' Blk 4 Parcel number 25.062.053.00 - Adrian Prestebak. Total estimated abatement is $828.60.
- 2028 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-013 Block-001 Parcel number 25.121.013.10 - Bryce Gillie. Total estimated abatement is $1014.16.
- 2004 Nelson Drive. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition Lot-025 Block-001. Parcel number 25.121.025.10 - Lori Alvarado. Total estimated abatement is $589.58.
- 2022 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-016 Block-001 Parcel number 25.121.016.10 - Shelby Erickson. Total estimated abatement is $1072.76.

Fourth Year

- 2015 Greenwood Street East. Lot 4, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.004.10 – Kellie Dagg. Total estimated abatement is $592.67.
- 2013 Greenwood Street East. Lot 3, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.003.10 – Tanner Nessen. Total estimated abatement is $838.88.
- 2103 Greenwood Street East. Lot 9, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.009.10 – Brandi Dorge. Total estimated abatement is $729.91.
- 2021 Greenwood Street East. Lot 7, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.007.10 – Mackenzie Swick. Total estimated abatement is $833.23.
- 2101 Greenwood Street East. Lot 8, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.008.10 – Tanner Dicken. Total estimated abatement is $843.77.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.282.23: Approve Farmland Lease – Gilbert Industrial Park

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 12.282.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This is a three-year farmland lease renewal with Pete C. Carlson for 35.65 acres at the Gilbert Industrial Park. The lease expires on December 15, 2026, and has provisions to terminate the lease in the event of any lot sales in the industrial park.

WHEREAS, Pete and his sons have been good lessee. This contract includes a 3% per year rent increase and has provisions to terminate the lease in the event of any lot sales in the industrial park.

WHEREAS, RENT. Lessee shall pay Lessor as rent for the premises for the full term of this Lease the sum of $6,182.00, payable at City Hall, Thief River Falls, Minnesota, or as directed, in three (3) installments with interest at the rate of 8% percent on each installment after due, towit:

$2,000.00 on or before Nov. 15, 2024;
$2,060.00 on or before Nov. 15, 2025; and
$2,122.00 on or before Nov. 15, 2026.

Should the City or Advance Thief River Falls sell a lot on which Lessee has crop inputs, the City shall reimburse Lessee for the actual cost of those crop inputs. Crop inputs shall include seed, chemical, fertilizer, labor, and machinery. Labor and machinery shall be determined according to Pennington County standards as established by the Pennington County Extension Service. The City shall only be required to pay Lessee should Lessee be unable to harvest the crop planted for that year due to the sale of a lot and construction thereon.

WHEREAS, Execution of Lease Agreement by all parties involved.

THEREFORE, BE IT RESOLVED Approve the 3-year Farmland Lease Agreement with Pete C. Carlson for the Gilbert Industrial Park and authorize the Mayor and City Administrator to execute the agreement.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.283.23: Approval to Write Off Falls Liquor Store NSF Checks

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 12.283.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to accept a Public Safety/Liquor Committee recommendation to write off Falls Liquor Store NSF checks totaling $370.34 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.284.23: Approval of 2024 Tax Levy

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 12.284.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, On September 19, 2023 the City of Thief River Falls set the 2024 preliminary tax levy at $3,711,572.

THEREFORE, BE IT RESOLVED By the City Council, to certify the City of Thief River Falls 2024 Tax Levy at $3,660,960 to the Pennington County Auditor, representing a 8.5% increase from the 2023 Tax Levy. This 8.5% increase also produced a reduction in the City of Thief River Falls' proposed tax rate. The breakdown of the 2024 Tax Levy is as follows:

General Fund Levy	$2,542,407
Bonded Debt Levy	$1,118,553
Net Tax Levy	$3,660,960

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.285.23: Adopt the City of Thief River Falls Final 2024 Budget

Following discussion, Councilmember Michele McCraw introduced Resolution No. 12.285.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to adopt the City of Thief River Falls Preliminary 2024 Budget. A summary of the 2024 revenue and expenditures is as follows:

	2024 REVENUE	**2024 EXPENSE**	**FUND BALANCE RESERVES +OR-**
General Fund	$ 10,674,025.00	$ 10,694,025.00	$ (20,000.00)
Liquor Dispensary	$ 5,068,350.00	$ 5,476,020.00	$ (407,670.00)
Electric Utility Fund	$ 17,565,000.00	$ 17,641,360.00	$ (76,360.00)
Storm Water Utility Fund	$ 372,000.00	$ 372,000.00	$ -
Water Utility Fund	$ 3,162,342.00	$ 2,977,357.00	$ 184,985.00
Wastewater Utility Fund	$ 1,228,150.00	$ 1,141,239.00	$ 86,911.00
Police Relief Pension Fund	$ 10,610.00	$ 15,003.00	$ (4,393.00)
Debt Service Fund	$ 1,548,190.00	$ 1,490,937.00	$ 57,253.00
Totals	**$ 39,628,667.00**	**$ 39,807,941.00**	**$ (179,274.00)**

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.286.23: Approval of Certification of Unpaid Grass Mowing/Weed Trimming/Tree Removal Charges To Property Owners' 2024 Property Tax

Following discussion, Councilmember Scott Pream introduced Resolution No. 12.286.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Grass mowing/weed trimming/tree removal charges remain unpaid to the City of Thief River Falls; and,

WHEREAS, Pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid charges.

THEREFORE, BE IT RESOLVED By the City Council, to certify the following unpaid grass mowing/weed trimming/tree removal charges from the 2023 season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2024 in the amount of $6657.84 and a miscellaneous write-off in the amount of $87.78 due to the sale of property, for a total of $6745.62:

TREE REMOVAL OWNER	**ADDRESS**	**PARCEL**	**AMOUNT**
Michael Larson	1016 Duluth Ave N	25.021.019.20	$1,284.58
Adam Lian	412 Duluth Ave N	25.003.161.20	$2,180.78

GRASS MOWING/WEED TRIMMING OWNER	**ADDRESS**	**PARCEL**	**AMOUNT**
Michael Larson	1016 Duluth Ave N	25.021.019.20	$173.04
Maile Roper	610 1st St E	25.006.297.60	$43.89
Bergee Rentals LLC	118 Conley Ave N	25.006.275.50	43.89
Bergee Rentals LLC	408 Riverside Ave	25.005.125.80	$43.89
Bergee Rentals LLC	313 Riverside Ave	25.005.064.00	$42.63
Gladys Hanson	408 Arnold Ave S	25.005.098.30	$130.41
Ronald & Corinne Dargus	624 Dewey Ave N	25.016.050.00	$87.78
Andrew Dally	414 Crocker Ave S	25.012.144.50	$87.15
Andres Cortez	241 Kneale Ave N	25.006.139.60	$87.15
Yvonne McHam	217 Merriam Ave N	25.012.004.40	$130.41
Spring Thias	227 Markley Ave N	25.006.244.10	$414.37
Pilgrimage of TRF LLC	201 Tindolph Ave S	25.012.035.60	$189.52
CK Properties	103 Cottonwood Ave	25.054.028.30	$190.78
Charlie Bedard	503 Duluth Ave N	25.003.046.00	$43.89
Reese Hernandez	824 Dewey Ave N	25.058.003.10	$87.15
Village of the Northland	1508 Highway 1 E	25.047.020.00	$411.73
The Bank of New York	142 Willow Rd	25.062.043.00	$87.15
Patrick O'Neill	724 Dewey Ave N	25.016.027.70	120.34
Kandy Kay Bratton	619 Markley Ave S	25.010.019.30	$43.26
Jessica Weyers	124 Conley Ave S	25.006.274.50	$43.26
Samantha Klopp	609 Atlantic Ave N	25.003.003.20	$43.26
Esther Fixter	213 Crocker Ave N	25.005.098.30	$43.26
Rhonda Bach	708 Knight Ave N	25.014.026.30	$43.26
Samuel Podlak	615 Arnold Ave N	25.015.048.70	$43.26
Sheddean Hanson	1218 Arnold Ave N	25.031.021.00	$85.89
Grant Reed	708 Duluth Ave N	25.015.025.40	$59.74
Marcos Gomez	1907 Highway 59 S	25.001.070.00	$59.74

Properties			
Daren Asp	412 1st St E	25.006.263.40	$59.74
Lynell Omlid	312 State Ave S	25.024.003.10	$42.63
Thomson Reuters	1301 3rd St W	25.053.002.10	$210.00

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.287.23: Approving Plans and Specifications and Calling for Bids for the TRF Library Bathroom Reconstruction Project

Following discussion, Councilmember Scott Pream introduced Resolution No. 12.287.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The project is based on an item generated from the City's Building Committee, items that have been generated and prioritized for needs, viability, and approval from City Council.

WHEREAS, Approving plans and specifications and calling for bids at the December 19th council meeting will allow for the advertising time required for acceptance of an anticipated 2024 Construction Project.

THEREFORE, BE IT RESOLVED Adopt a Resolution approving Plans and Specifications and Calling for Bids for the TRF Library Bathroom Reconstruction Project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.288.23: Approve City Hall Remodel Project

Following discussion, Councilmember Steve Narverud introduced Resolution No. 12.288.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The project is based on an item generated from the City's Building Committee. These are items that have been generated and prioritized for needs and project viability. The amended version of remodel plans includes changes to improve safety for both the public and employees in areas of utility billing, main lobby, and public bathrooms.

WHEREAS, Bids for City Hall Remodel Project were opened July 25, 2023. A decision to award the project must be made to ensure a 2024 project completion date.

THEREFORE, BE IT RESOLVED Approve Schmitz Builders, Inc. as the low bidder and award the City Hall Remodel Project as per amended version of to not exceed $400,000.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.289.23: Approve Engineering Services

Following discussion, Councilmember Steve Narverud introduced Resolution No. 12.289.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City of Thief River Falls uses an external consultant to provide engineering services for municipal street and utilities improvement projects, state required bridge inspections and municipal state aid process. The City of Thief River Falls, has a long-term successful relationship with Widseth engineering in working together with city staff to complete these tasks.

WHEREAS, Each year the success of the relationship is evaluated, and an appointment made. The Public Works Committee discussed the services provided and determined it be in the City's best interest to reappoint Widseth, and Rich Clauson. This is a multi-discipline firm with expertise in many areas. They have a strong relationship with the MnDot State Aid office and specialize in municipal projects. There is great value to utilize a firm that has been involved in long term projects that often span several years from inception through completion.

THEREFORE, BE IT RESOLVED Approve the reappointment of Widseth as the city engineering firm, and Rich Clauson as the Engineer of Record.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.290.23: Call for 2024 Public Improvements Feasibility Report

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 12.290.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The following list of potential improvements is based on items from the City's Capital Improvement Program, items requested by developers, and other departments.

Federal Funded

- Utilities improvements, resurfacing, ADA improvements, drainage improvements, on 1st street from T.H. #59 to RR tracks.
- 13th St from #32 to RR tracks.
- 6th St. from RR tracks to Barzen Ave.

Locally Funded

- Kendall Ave from 1st St. to 3rd St
- Crocker Ave from 1st St to 2nd St

WHEREAS, The City needs to begin the process of discussing items to be included in a public improvement project in 2024 to assure adequate time for a project hearing and construction drawings preparation to have a project ready to bid in the Spring of 2024 for completion next fall.

THEREFORE, BE IT RESOLVED Call for a Feasibility Report for the potential 2024 Street & Utilities Improvements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.291.23: Approval to post internally for the position of Public Works Forester

Following discussion, Councilmember Scott Pream introduced Resolution No. 12.291.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The Public Works Department is seeking to fill the position of Forester due to the resignation of Louis Brown effective September 26, 2023. The position is necessary to continue the efficient operation of the Public Works Department.

THEREFORE, BE IT RESOLVED To begin the process to fill the position of Forester within the Public Works Department. Position shall be open to Teamster #320 employees for ten days, as per union contract. If not filled due to the internal posting, the public posting process will be reviewed by the Public Works Committee.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.292.23: Approve to fill 4 full-time Off Sale Clerk Positions in the Liquor Department

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 12.292.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The Public Safety / Liquor Committee agrees to fill the 4 positions with full-time. These positions have been determined to be necessary for the continued efficiency and success in the operations of the Liquor Department.

THEREFORE, BE IT RESOLVED To accept the Public Safety / Liquor Committee recommendation to fill 4 full-time Off Sale Clerk positions at Falls Liquors and open the positions to Teamster No. 320 Union employees from December 20, 2023 to January 5, 2024 as part of the internal transfer process. In the event that the positions are not filled through the Teamster internal transfer process, the positions will be opened to the public.

On vote being taken, the resolution was unanimously passed.

1915 Picture Card - Group Picture

Following discussion, Councilmember Michele McCraw recommended payment, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED To Pay $8.00 to Lowell Joerg for the 1915 Picture Card and send a group photo with council members and the postcard.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.293.23: Approve Council members to be issued cell phones

Following discussion, Councilmember Michele McCraw introduced Resolution No. 12.293.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City of Thief River Falls recently went through a domain change from .net to .gov. With this change, the security of the .gov no longer allows another email address to be on the same device as the city email address. It was recommended that this would be the best way to continue the best service to the community.

THEREFORE, BE IT RESOLVED To authorize Joanne Olson, IT Coordinator, to issue City cell phones to the 8 council members for the City of Thief River Falls. The phones will be returned to the city when the council members are no longer an elected official.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.294.23: Venuworks Management Contract

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 12.294.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, The City of Thief River Falls owns the Ralph Engelstad Arena and Huck Olson Memorial Arena along with the Tourist Park and part of the Multi-Events Center Complex. In September, 2019, an Interim Management Agreement was entered into with Venuworks while a multi-year agreement was being completed to manage the 4 facilities. The 5-year Management Agreement started January 1, 2020.

THEREFORE, BE IT RESOLVED To authorize the City Administrator to send a letter of termination to Venuworks, LLC to exercise the City of Thief River Falls' right, in its sole discretion, without penalty or cause, to terminate the Agreement at any time during the fourth year of the contract by giving not less than one hundred eighty (180) days prior written notice.

On vote being taken, Lorenson, Bolduc, Aarestad, McCraw, and Holmer voted aye. Narverud, Pream and voted nay. Absent: Arlt. The resolution passed.

RESOLUTION NO. 12.295.23: Approve a loan to the Heritage Center for furnace, Air handler, and A/C unit

Following discussion, Councilmember Michele McCraw introduced Resolution No. 12.295.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls has had a memorandum of understanding since 1989 for the City to participate in Heritage Center for senior citizen programs by providing utilities, phone, and a portion of the 1st qtr manager salary. By approving a loan for new equipment, saves on future utility bills paid by the City.

THEREFORE, BE IT RESOLVED Grant a seven (7) year Loan in the amount of $80,000 with interest rate of 2%, to the Heritage Center for a new natural gas furnace, air handler unit and a new A/C unit. Payments will be on a yearly basis starting December 15, 2024.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.296.23: Approve Bitco Insurance Company proposal on the workers compensation program

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 12.296.23, being seconded by Councilmember Scott Pream, that:

WHEREAS,

1. The options clearly outlined the advantage with the Guaranteed Cost proposal from Bitco Insurance Company with a premium of $145,574.
2. The renewal from League of MN Cities Insurance Trust (LMCIT) was $268,509 and if we accept the Retrospective program, like we have in the past, we will have a final premium within the range of $148,646 (minimum) and $391,968 (maximum).

The Retrospective plan with LMCIT is a 15-year shared risk policy endorsement that holds us tied to losses for the full 15 years to determine final premium.

THEREFORE, BE IT RESOLVED Move the City of Thief River Falls' workers compensation program to Bitco Insurance Company.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Jason Aarestad commented on the Heritage Center and the Holiday Train. Lots of meals were served at the Heritage Center.
- Councilmember Mike Lorenson commented on the Hydro Corp for water main replacement have been very polite and professional.
- Councilmember Steve Narverud mentioned Mike Parker passed away. Mike served on the Planning and Zoning Committee. He was a great person to have a conversation with and condolences to the Parker family. Mike served just short of 30 years.
- Mayor Holmer reminded council that he will be finalizing committees for 2024. If anyone would like to request a different committee let Mayor or Angie know.
- Councilmember Mike Lorenson mentioned snow removal. Mike states the Public Works Department was out moving snow and had equipment break down. They borrowed equipment which also broke down. They are working hard to clear streets.

UPCOMING MEETINGS

- City Council Meeting - January 2nd at 5:30 p.m.
- Public Utilities Committee Meeting - January 8th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - January 8th at 4:30 p.m.
- Administrative Services Committee Meeting - January 9th at 4:30 p.m.
- Public Works Committee Meeting - January 10th at 4:30 p.m.
- City Council Meeting - January 16th at 5:30 p.m.

INFORMATIONAL ITEMS

- November 2023 Investment Summary
- Congratulations on Completion of the 2023 Body Worn Camera Audit

Police Chief Adam gave a description of the two year body camera audit process. Councilmember Steve Narverud thanked Marissa and her officers for all that they do.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream, being seconded by Councilmember Mike Lorenson to adjourn at 6:44 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest:

Angela Philipp, City Administrator