COUNCIL PROCEEDINGS

Tuesday, January 16, 2024

CALL TO ORDER

This meeting is officially called to order at 05:30 p.m. on January 16, 2024. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- Winter Walk to School Day - February 7, 2024 - Susan Johnson

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Jason Aarestad, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 01.10.24: Approval of January 2, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 01.10.24 , being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the January 2, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.11.24: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 01.11.24, being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $641,775.08. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 01.12.24: Approve Final Plat for First Addition To South Greenwood Cemetery

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 01.12.24 , being seconded by Councilmember Steve Narverud, that:

WHEREAS, This is a replating of the First Addition to South Greenwood Cemetery to account for the discrepancies that have occurred to the original plat while measuring for burial plots. A Public Hearing was held on November 14th at the Planning and Zoning Commission meeting and recommended that the preliminary plat be sent to Council for approval. The preliminary plat was read and approved by City Council at their November 21, 2023 City Council meeting.

WHEREAS, This corrects the discrepancies that have occurred to the original plat while measuring for burial plots.

THEREFORE, BE IT RESOLVED Approve the final plat of First Addition to South Greenwood Cemetery Part of Govt. Lot 1, Sec. 4, T. 153 N. R. 43 W. of the 5th Principal Meridian.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.13.24: Approve 2024 mileage reimbursement and meal reimbursement

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 01.13.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The 2024 Government Services Administration meals reimbursement schedule for reimbursement for travel outside of Pennington County is meals would be reimbursed at $18.00 for Breakfast, $20.00 for lunch and $36.00 for dinner. No reimbursement on alcohol or tips. The City of Thief River Falls has in the past followed the federal reimbursement rate for mileage and in 2024 is .67 cents per mile.

THEREFORE, BE IT RESOLVED To adopt the Northern Minnesota (Duluth) meal reimbursement schedule and the 2024 federal mileage rate as on file in the City Administrator's Office.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.14.24: Approve Elected Officials Mobile Device Policy

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 01.14.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Elected Officials have had iPads for their official city business. With the addition of cell phones, the policy needed to be updated to reflect these changes.

WHEREAS, Elected Officials use mobile devices owned by the City of Thief River Falls to conduct business and communication for city business.

- This policy will include elected officials for general care, expectations, fees, data, and security.
- The policy includes general revisions on cell phone usage and expectations.

THEREFORE, BE IT RESOLVED Approve the updated Elected Officials Mobile Device Policy for the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.17.24: Approval of Community Board and Commission Appointments

Following discussion, Councilmember Scott Pream introduced Resolution No. 01.17.24, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED Accept the Mayor and Council recommendations to make the following reappointments to the various Boards and Commissions:

Housing & Redevelopment Authority (5-year term)
Trish Champ

Planning Commission & Board of Appeals & Adjustments (3-year term)
Merle Lorenson (Finishing appointment of Mike Parker - 1/31/25), Emery Lee, Ron Lindberg & Richard Baker

Community Development Advisory Board (3-year term)
Nathan Haase, Dave Onkka & Richard Baker

TRF Library Board (3-year term)
Glenice Johnson (01/31/25), Gabby Yoon (01/31/25), Regina Goodall (01/31/25) & Ruth Ann Franke (01/31/27)

Northwest Regional Library Board (3-year term)
Ryan Richardson

Thief River Regional Airport Authority (3-year term)
Scott Waldal

On vote being taken, Councilmember Lorenson abstained, the resolution was passed.

RESOLUTION NO. 01.18.24: Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 01.18.24 , being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED To approve the following appointments to various community/state boards and committees for calendar year 2024:

Airport Zoning Board	Steve Narverud & Jason Aarestad
Airport Authority Commission (3 year term)	Brian Holmer & Mike Lorenson
City Employee Safety Committee	Jason Aarestad
Community Development Advisory Board	Anthony Bolduc & Richard Baker
Community Development Advisory Board (Ex-Officio)	Brian Holmer
Community Education Advisory Board	Mike Lorenson
Convention and Visitors Bureau Board	Scott Pream
Advance Thief River (Ex-Officio)	Steven Narverud
MEC Joint Powers Board	Scott Pream

Northwest Regional Library Board	Scott Pream
Pennington County Historical Society	Scott Pream
Pennington County Solid Waste Committee	Michele McCraw
Planning Commission/Board of Appeals & Adjustments	Steven Narverud
Red Lake River Corridor Joint Board	Mike Lorenson(Kajewski, Alternate)
TRF Area Community Fund's Advisory Committee	Megan Bourne
TRF Chamber of Commerce (Ex Officio)	Megan Bourne
TRF Library Board	Scott Pream

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.19.24: Approval of TRF Police Department to make payment of $13,000 to Marshall County for purchase of 2013 Ford Pickup

Following discussion, Councilmember Scott Pream introduced Resolution No. 01.19.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The Public Safety committee consented to the purchase of a 2013 Ford F-150 pickup to be used as the Deputy Chief's squad car. The vehicle comes fully equipped with radio, emergency lights and Siren. The pickup has 65,000 miles on it and is in very good condition. The vehicle has been in the possession of the Thief River Falls Police Department for approximately 1 month and the title is now in the name of City of Thief River Falls.

WHEREAS, Public safety consented to the purchase of the vehicle in December of 2023 and we took possession of the vehicle at that time. It was agreed upon with Marshall County Sheriff's Office that we would pay them the $13,000 at the first of the year.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department to make payment of $13,000 to Marshall County for payment of 2013 Ford Pickup.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.20.24: Authorize the City Administrator to purchase 10 Executive chairs for the Council room

Following discussion, Councilmember Steve Narverud introduced Resolution No. 01.20.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The existing council chairs are 30+ years old and in need of replacement.

THEREFORE, BE IT RESOLVED Authorize the City Administrator to purchase 10 executive chairs for around the council room table from National Business Furniture for $469.00 each.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.16.24: Approve animal capture services agreement with Dana Klos

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 01.16.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls has an expired three-year agreement with Dana Klos for Animal Capture Services. The Public Works Committee has identified a need for the trapping of feral cats and is recommending entering into an agreement with Dana Klos for live trapping cats at the cost of $30 per cat, and the cost of $40.00 for raccoons, skunks, or fox.

WHEREAS, The city's agreements for animal capture services and for distribution of animals are working well and should be renewed. The city has identified a growing problem with feral cats.

THEREFORE, BE IT RESOLVED Authorize Mayor and City Administrator to sign the Animal Capture Services Agreement with Dana Klos for the time frame January 16, 2024 - January 16, 2027

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.15.24: Approve 2024 Street and Utilities Improvements Feasibility Report

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 01.15.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The items outlined in the feasibility report listed below are potential improvements based on items from the City's Capital Improvement Program, items requested by developers, homeowners, and other departments.

The 2024 Street and Utilities improvement plan for the city of Thief River Falls includes:

1. Reconstruction and water main replacement of 1st street from T.H.#59 to RR tracks (Conley Ave.)
2. Reconstruction and drainage improvements on 13th street from T.H.#32 to RR Tracks (city limit)
3. Kendall Ave. widening, water main, sanitary main, parcel services from 1st street to 3rd street.
4. Crocker Ave. Sanitary main replacement from 1st street to Mussey Street.

WHEREAS, The City Council needs to call for a public hearing on any or all the items included in the feasibility report to proceed with the project. The public hearing is scheduled for February 20th at 5:30 P.M. in the City Council Chambers. All affected residents will be mailed a notice of hearing, giving them an opportunity to attend and voice their opinion for or against the project. A hearing notice will also be published in the Times.

THEREFORE, BE IT RESOLVED Approve Feasibility Report for the proposed 2024 Street & Utilities Improvements and call for a public hearing.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.21.24: Approve to put old council chairs as surplus or dispose of.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 01.21.24, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED Approve to put old council chairs as surplus or dispose of.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer mentions Wayne Johnson is at a Red River Basin Conference today through Friday and Mayor will leave to join him after the council meeting.
- Councilmember Mike Lorenson mentions that Core Main has accidently sent out letters to some mobile homeowners regarding water meter notice. Mobile home water meters will be changed out in the Spring. The city asks if you receive a letter to contact the city to update the files.
- Mayor Holmer mentioned he would like to have a Committee of Whole meeting on February 6th immediately following the City Council Meeting. Items to discuss would be Day at the Capital and a Strategic Plan Update. If department heads have additional items to add to the Committee of Whole meeting please give information to the City Administrator or Deputy City Clerk.

UPCOMING MEETINGS

- City Council Meeting - February 6th at 5:30 p.m.
- Public Utilities Committee - February 12th at 7:00 a.m.
- Public Safety/Liquor Committee - February 12th at 4:30 p.m.
- Administrative Services Committee - February 13th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - February 14th at 4:30 p.m.
- City Council Meeting - February 20th at 5:30 p.m.

INFORMATIONAL ITEMS

- December 2023 Investment Summary

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorenson being seconded by Councilmember Scott Pream to adjourn at 6:00 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest:
Angela Philipp, City Administrator