COUNCIL PROCEEDINGS

Tuesday, February 20, 2024

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on February 20, 2024. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

- 2024 Street and Utilities Improvements
    - Julie Bruggeman - wants driveway done and asked for vendor; asking about right away and road plans
    - Solberg - Kendall S - asked about trees, Markley assessment and sidewalk on 1st
    - Glenn Kajewski - 1st trail opportunity feels good connection 8ft
    - Jillian Wybar - Kendall - ask about length of payback - 12 years

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- NMPA Update - Jasper Schneider

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Mike Lorenson, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.29.24: Approval of February 6, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 02.29.24, being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the February 6, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.30.24: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 02.30.24, 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 $922,047.31. 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. 02.31.24: Approval Order Plans and Specifications for 2024 Street and Utilities Improvements project.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 02.31.24, 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:

1st STREET RECONSTRUCTION & UTILITY IMPROVEMENTS:
First Street from T.H. #59, to RR tracks west of Conley Avenue.
The street improvements would include excavation, reclamation, aggregate base, drainage improvements, concrete curb & gutter, bituminous surfacing, pedestrian ramp improvements, sidewalk, and driveway apron replacement.

THIRTEENTH ST. STREET AND UTILITY IMPROVEMENTS:
Thirteenth Street from T.H. #32 to RR Tracks west of Greenhill Dr. (City Limit)
The proposed improvements would include drainage and street improvements. Drainage improvements would include new storm sewer addition from Arnold Avenue west to RR Tracks. Storm sewer would include drain inlets for several low water holding areas. The street improvements would include excavation, aggregate base, concrete curb & gutter, bituminous surfacing, clearing, grubbing, along with sidewalk and driveway apron replacement.

CROCKER AVENUE STREET & UTILITY IMPROVEMENTS:
Crocker Avenue from First Street to Mussey Street.
The proposed improvements would include complete replacement of the sanitary sewer. The street improvements would include excavation, aggregate base, concrete curb & gutter, and bituminous surfacing.

KENDALL AVENUE STREET & UTILITY IMPROVEMENTS:
Kendall Avenue from First Street to Third Street (T.H.# 59).
The proposed improvements would include complete replacement of the sanitary sewer and water mains along with all service lines in the right-of-way up to private property lines. The street improvements would include excavation, aggregate base, concrete curb & gutter, bituminous surfacing, clearing, grubbing, along with sidewalk and driveway apron replacement.

FIRST STREET MULTI-USE TRAIL (Carbon Reduction Grant Initiative)
Multi-use trail to include enhanced improvements from railroad tracks west of Conley Ave on north side of 1st street, east to Crocker Ave with a signaled crossing from north side of 1st street to south side of 1st street. The trail continues east to TH59 on south side of 1st street. Additional section of Spruce from 1st street to Gulf street. Multi use trail to

be minimum of 8 feet to allow bicycle traffic.

WHEREAS, A public hearing was held tonight, February 20th, to discuss the proposed improvements. The City Council will need to order the improvements and call for plans and specifications to allow adequate preparation time to stay on schedule for a May 1st bid opening. The council may order any, or all, of the items identified in the list of improvements.

THEREFORE, BE IT RESOLVED Order Improvements and Call for Plans and Specifications for the 2024 Street & Utilities Improvements Project as follows:

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.32.24: Approve the purchase of plastic refuse bags from Revolution Materials, Inc. 2024

Following discussion, Councilmember Scott Pream introduced Resolution No. 02.32.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The city of Thief River Falls purchases plastic refuse bags on an annual basis for distribution to the residents of the city. The city has historically used black garbage bags with "TRF" printed on them to indicate they are a sanitation customer of the city. Revolution Materials is the lowest bid and has supplied the city with sanitation bids since 2012. Bag features remain the same as the previous two years, of 1.2 mil thickness with white printed "TRF" lettering, flat seal, and no ties.

THEREFORE, BE IT RESOLVED Approve the purchase of plastic refuse bags from Revolution Materials, inc. in the amount of $35,700.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.33.24: Resolution to Agree to Maintain Facility - 1st Street Corridor Carbon Reduction Project

Following discussion, Councilmember Steve Narverud introduced Resolution No. 02.33.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA.

WHEREAS, The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: The City of Thief River Falls is the sponsoring Agency for the transportation alternatives project identified as: 1st Street Corridor Carbon Reduction Project.

WHEREAS, Transportation Alternatives projects receive federal funding and in return for funds accepted; request that local partners perform maintenance to ensure maximum life.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls as the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned Carbon Reduction project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.34.24: Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the construction project, 1st Street Corridor Carbon Reduction Project

Following discussion, Councilmember Steve Narverud introduced Resolution No. 02.34.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City of Thief River Falls has plans to improve infrastructure along 1st St. between T.H. #59 and Conely Ave. The improvements are expected to start in the year 2024. Acting as sponsoring agency helps reduce initial infrastructure improvement costs.

WHEREAS, This application for alternative funding source is currently earmarked for the year 2028. There may be opportunities for a project to move ahead in the funding schedule if the project is construction ready.

WHEREAS, Estimated construction costs of $873,000. Federal funding is based on an 80% federal, 20% local match. Engineering costs are non-eligible costs for federal alternative funding sources. The local match requirement would be approximately $282,000.00.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls to act as a sponsoring agency for the project identified as: 1st Street Corridor Carbon Reduction Project, seeking federal transportation funds, and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED: That City of Thief River Falls Public Works Director, Travis Giffen, is hereby authorized to act as agent on behalf of this sponsoring agency.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.35.24: Approve Membership in Community Venture Network (CVN)

Following discussion, Councilmember Scott Pream introduced Resolution No. 02.35.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Community Venture Network exists to connect rural communities with businesses searching for opportunities to expand and grow their operations. CVN researches, finds, and engages with businesses nationwide and has a proven track record for bringing economic development professionals viable opportunities to attract business to their community. They have communities throughout the Midwest who have memberships with their organization. They host three events a year where economic development professionals can meet and hear from 10-12 prospective businesses.

WHEREAS, Richard Baker has worked with Justin Erickson and CVN at different times in the last 10 years and was invited to attend their January event in Apple Valley. Justin invited a prospective vendor for DigiKey to meet with me to discuss their needs should they land a contract with DigiKey and look to locate in Thief River Falls. Unfortunately, they did not get the contract.

WHEREAS, Cost is $4,500.00 per year. Expenditure of funds to come from the marketing budget line item in the Economic/ Community Development budget.

THEREFORE, BE IT RESOLVED Execute an Agreement For Services with The Brookshire Company, LLC for membership in the Community Venture Network (CVN) and to direct City Administrator, Angie Philipp to sign said agreement on behalf of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.36.24: Approval of TRF Police Department to purchase a replacement radio for squad 2023.

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 02.36.24, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, When the purchase of the 2023 squad car was made, the Police Department was in possession of a used mobile radio that had been purchased from State Patrol. That Radio was installed in 2023. It has not been working correctly. It was brought to Stone Mobile Radio where we were informed that they stopped making replacement parts for the radio 10 years ago and our only option is to put a new radio in the 2023 car.

WHEREAS, Public safety consented to the purchase of the replacement radio as it is essential for the duties of Law Enforcement.

WHEREAS, The $7,500 will include the purchase of a new radio and the installation cost which will be taken out of the Public Safety Aid money.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department to replace the police radio in the 2023 squad car using Public Safety Aid Funds.

On vote being taken, the resolution was passed with Mayor Brian Holmer voting Ney.

RESOLUTION NO. 02.37.24: Approval of TRF Police Department to purchase new office desks for the TRF Police Dept to include 2 additional workstations in the PD Squad room.

Following discussion, Councilmember Anthony Bolduc moved to table and send back to Public Safety/Liquor Committee, being seconded by Councilmember Jason Aarestad.

On vote being taken to table, the resolution was unanimous to send back to Public Safety/Liquor Committee.

RESOLUTION NO. 02.38.24: Approval of TRF Police Department to purchase of 2 Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars

Following discussion, Councilmember Mike Lorenson moved to table and send back to Administrative Services Committee, being seconded by Councilmember Michele McCraw, that:

On vote being taken to table, the resolution was unanimous to send back to Administrative Services Committee.

RESOLUTION NO. 02.39.24: To approve the opening of a patrol officer position with the department

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 02.39.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, On January 24th, 2024 a resignation was received by Officer Erik Jax and we are looking to now fill that position. It is requested to open the position up to the public until the position can be filled.

WHEREAS, The Police Department is currently at 15 full time officers. We are currently 2 officers short.

WHEREAS, This is a budgeted item for 2024

THEREFORE, BE IT RESOLVED Approve opening a patrol officer position to fill a vacancy that occurred with a recent resignation of Erik Jax on January 24th, 2024.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.40.24: Approve Public Safety Aid Purchase of four portable radio batteries and headlight upgrades to E97, E05, R01

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 02.40.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Fire Department has two radios out of service due to failed batteries and at least two more declining in capacity. Headlights in E97, E05 & R01 are original and produce very low-quality light at night.

WHEREAS, For safety considerations, the fire department would like to put the portable radios back in service and upgrade the headlights to L.E.D style lights for improved nighttime visibility.

WHEREAS, Public Safety Aid.

THEREFORE, BE IT RESOLVED Approve spending approximately $3000 From the Public Safety Aid money on four portable radio batteries and headlight upgrades to E97, E05, R01

On vote being taken, the resolution was passed with Mayor Brian Holmer voting Ney.

RESOLUTION NO. 02.41.24: Authorize City Administrator to sign the VIA Engagement letter – GASB 75

Following discussion, Councilmember Steve Narverud introduced Resolution No. 02.41.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City is required to have actuarial services completed every 5 years for the Thief River Falls Police Relief Association.

WHEREAS, This is a budgeted item.

THEREFORE, BE IT RESOLVED Authorize City Administrator to sign the VIA Engagement letter – GASB 75. Contract with VIA Actuarial services to provide GASB 75 actuarial services for the Thief River Falls Police Relief Association. They will prepare the 12/31/2023 actuarial valuation that will include valuations for 5-years. The cost is $1,750.00.

On vote being taken, the resolution was unanimously passed.

Hazard Mitigation Plan Workgroup

Mayor Holmer would like a Hazard Mitigation Plan work group to complete a form. The work group will consist of Mayor Holmer, Jason Aarestad and Mike Lorenson.

RESOLUTION NO. 02.42.24: Authorize City Administrator to send the proposed Apprentice Lineworker job description to DDA - David Drown Associates, for creating and grading this position

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 02.42.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, To efficiently run the Electric Department an Apprentice Linework position needs to be created.

WHEREAS, This is a budgeted position for 2024.

THEREFORE, BE IT RESOLVED Authorize City Administrator to send the proposed Apprentice Lineworker job description to DDA - David Drown Associates, for creating and grading this position. This position would be proposed to be a Teamster #320, non-exempt, position under the supervision of the Electric Superintendent.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.43.24: Approval of 2024 - 2026 Teamster #320 Public and Teamster # 320 Fire Union Contracts

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 02.43.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The current union contracts expired on December 31, 2023. The Teamster #320 Public Union, Teamster #320 Fire and the Ad-Hoc Labor Committee have met in negotiations for the last couple of months and have reached a tentative agreement. The negotiation process was a positive one for both sides with good discussions taking place. The proposed contract includes a wage increase in the amount of 3% for 2024, 4% for

2025, and 4% for 2026. Mutually agreed upon amendments were also made to union language, and miscellaneous clean-up items.

The Teamster #320 members for Public and Fire Unions have voted on, and approved, the proposed union contracts as negotiated.

WHEREAS, 3% wage increase for 2024, 4% wage increase for 2025, and 4% wage increase for 2026. Increases were included in the 2024 budget process.

THEREFORE, BE IT RESOLVED Approve the Teamster #320 Public and Teamster #320 Fire Union Contracts for years 2024 – 2026.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 02.45.24: Approval to open Human Resource Coordinator Position</u>

Following discussion, Councilmember Mike Lorenson introduced <u>Resolution No. 02.45.24</u>, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, A resignation of Holly Eckstein was received on February 14 and is an essential part of the Administration Department.

WHEREAS, This position is a budgeted position.

THEREFORE, BE IT RESOLVED to authorize the public posting of the non-union position of Human Resource Coordinator. The current salary range is $31.16 - $39.53. Applications will be accepted through March 15th at noon.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 02.46.24: Approval of RFP for Venue Management Services</u>

Following discussion, Councilmember Anthony Bolduc introduced <u>Resolution No. 02.46.24</u>, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City of Thief River Falls owns the Ralph Engelstad Arena and Huck Olson Memorial Civic Center 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. The City of Thief River Falls issued a 180-day written notice of termination to Venuworks on December 20th, 2023 which exercised our 4th year opt out clause.

THEREFORE, BE IT RESOLVED Issue the Request for Proposal (RFP) for the management and operation of the Ralph Engelstad Arena, Huck Olson Memorial Civic Center, the Multi-Events Center and the Tourist Park. Proposals will be due April 10, 2024, at 4:30 pm.

On vote being taken, the resolution was unanimously passed.

<u>COUNCIL BOARDS AND COMMISSIONS REPORTS</u>

- Mayor Holmer mentioned they are still accepting sign-ups for Legislative Action Day. Zoning Bill is taking local authority away for zoning. Reduce carbon footprint by not owning a vehicle. Housing bills we should support and SRO bill.
- Councilmember Mike Lorenson mentioned residents should schedule their water meter change outs.

UPCOMING MEETINGS

- City Council Meeting - March 5th at 5:30 p.m. (Needs to be done by 6 pm for Presidential Primary)
- Public Utilities Committee - March 11th at 7:00 a.m.
- Public Safety/Liquor Committee - March 11th at 4:30 p.m.
- Administrative Services Committee - March 12th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - March 13th at 4:30 p.m.
- City Council Meeting - March 19th at 5:30 p.m.

INFORMATIONAL ITEMS

- January 2024 Investment Summary

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream being seconded by Councilmember Mike Lorenson to adjourn at 6:58 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: ______________________
Angela Philipp, City Administrator