

COUNCIL PROCEEDINGS

Tuesday, May 18, 2021

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on May 18, 2021 in the Council Chambers of City Hall. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, Lorensen, McCraw, Bolduc, Howe and Narverud. Councilmember Prudhomme was present via webex. Councilmember Aarestad was absent. Mayor Holmer chaired the meeting.

PUBLIC HEARING

EXTENSION TO THE COMPLETION DATE TO GRANT #CDAP-17-0008-H-FY18 WITH THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT FOR A GRANT WITH DIGI-KEY CORPORATION UNDER THE MINNESOTA INVESTMENT FUND (MIF) PROGRAM.

Mayor Holmer opened the Hearing. Mark Borseth presented an overview relating the extension for the Grant #CPDAP-17-0008-H-FY18. There being no public comment the hearing was closed.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Mike Lorensen motioned, being seconded by Councilmember Anthony Bolduc, to approve the agenda with the additions of 9.6 and 9.7. On vote being taken, the motion was approved. Councilmember Rachel Prudhomme did not vote.

CONSENT AGENDA

APPROVAL OF MAY 4, 2021 COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 5-119-21, being seconded by Councilmember Mike Lorensen, that:

BE IT RESOLVED, by the City Council, to approve May 4, 2021 Council Proceedings as presented.

On vote being taken, the resolution was unanimously passed.

CITY OF THIEF RIVER FALLS BILLS AND DISBURSEMENTS AND COUNCIL PER DIEMS

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 5-120-21, being seconded by Councilmember Mike Lorenson, that:

BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$304,378.91 and Council Per Diems in the amount of \$520.00. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

APPROVAL TO APPOINT DALE NARLOCK AS DIRECTOR AND BRIAN JACOBSON AS ADVISOR TO THE NMPA BOARD OF DIRECTORS

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 5-121-21, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, the City of Thief River Falls is a member of the Northern Municipal Power Agency. Each of the twelve members of the Agency appoints a Director and Advisor as a member of the NMPA Board of Directors.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Utilities Committee recommendation to appoint Dale Narlock as Director and Brian Jacobson as Advisor to the Northern Municipal Power Agency Board of Directors. Terms effective May 1, 2021 through April 30, 2022.

On vote being taken, the resolution was unanimously passed.

RESCINDING COVID 19 RESOLUTION NUMBER 03-55-20

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 5-122-21, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, On March 17, 2020 the City Council adopted Resolution Number 03-55-20 declaring a local emergency due to COVID-19.

The City of Thief River Falls is able to make accommodations to enable it to conduct its affairs in a safe manner.

WHEREAS, The City of Thief River Falls no longer needs emergency powers to operate effectively and efficiently.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Thief River Falls, Minnesota, to approve the Resolution Number 05.122.21 Declaring a Local Emergency is hereby rescinded effective June 1, 2021.

On vote being taken, the resolution was unanimously passed.

TRACTOR MOWING

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 5-123-21, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, the City of Thief River Falls has contracts for mowing residential yards as per city code and tractor mowing for larger parcels, including wastewater ponds, lime ponds, ditches, right of ways and other parcels. These services were bid earlier this year in preparation for the growing season, and

WHEREAS, the tractor mowing category was awarded to Ashton's Mowing Service for a two-year contract. The owner feels he may be unable to fulfill this contract due to the recent expansion of his business. He has requested to be released from the contract. Les Cota is available to accept this work and fulfill the remainder of the contract. Les has held this contract for numerous years, has good equipment, is very reliable, and does great work.

THEREFORE, BE IT RESOLVED, to approve the following Public Works Committee recommendation to releasing Ashton's Mowing Service for services to be provided from May 17, 2021 to December 30, 2022 and award the remainder of the contract to the second bidder, Les Cota in the amount of \$80.00/hour.

On vote being taken, the resolution was unanimously passed.

GREENWOOD CEMETERY RULES AND REGULATIONS

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 5-124-21, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, the City of Thief River Falls operates the Greenwood Cemetery through the Public Works Department. There are rules and regulations in place to regulate the purchase of lots, lot improvements, perpetual care, removal of items, monuments and markers, urns and containers and general rules and conduct, and

WHEREAS, these rules and regulations are reviewed periodically to address situations that arise and circumstances that have changed or came up since the last review. These regulations were last adopted in 2017.

THEREFORE, BE IT RESOLVED, to approve the Public Works Committee recommendation and approve Greenwood Cemetery Rules and Regulations.

On vote being taken, the resolution was unanimously passed.

TRENTYN GROSLIE, WATER SYSTEMS OPERATOR PROGRESSION RAISE

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution N0. 5-125-21, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Mr. Groslie has successfully completed his six-month probationary period and is

eligible for progression to Step 2 of the pay scale.

THEREFORE, BE IT RESOLVED, to approve the Water Systems recommendation and approve a progression raise for Trentyn Groslie, Water Systems Operator, to Step 2 of the Water Systems Operator salary schedule, for a new salary of \$20.28 effective May 23, 2021.

On vote being taken, the resolution was unanimously passed.

APPROVAL OF PROGRESSION RAISE FOR KATHY DALQUIST, PART-TIME OFF-SALE CLERK

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 5-126-21, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Ms. Dalquist has completed 6,240 hours of employment in April of 2021 and qualifies for a progression to Step 5, and

THEREFORE, BE IT RESOLVED, to approve the Public Safety Committee recommendation and to grant Kathy Dalquist, part-time Off-Sale Clerk, a progression raise to Step 5 (top) of the Grade Level 2 Off-Sale Clerk salary schedule, effective upon her successful completion of her 6,240 hours of employment. Ms. Dalquist's new hourly wage shall be \$25.70 per hour, effective on her 6,241st hour of employment.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE GRANT CONTRACT DATED OCTOBER 20, 2017 BETWEEN THE CITY OF THIEF RIVER FALLS AND THE STATE OF MINNESOTA ACTING THROUGH THE DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT FOR THE PROJECT ENTITLED DIGI-KEY CORPORATION.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 5-127-21, being seconded by Councilmember Michele McCraw, that:

BE IT RESOLVED that THE City of Thief River Falls acted as the legal sponsor for the project contained in the Minnesota Investment Fund Program for the project entitled Digi-Key Corporation.

BE IT FURTHER RESOLVED that The City of Thief River Falls has the legal authority to amend the Grant Contract dated October 20, 2017 between the City of Thief River Falls and the State of Minnesota acting through the Department of Employment and Economic Development.

BE IT FURTHER RESOLVED that The City of Thief River Falls has held a public hearing for the purpose of accepting comments for the purpose to amend the Grant Contract in compliance with the Minnesota Business Subsidy Law to extend the term of the Grant Contract.

BE IT FURTHER RESOLVED that The City of Thief River Falls has held a public hearing for

the purpose of accepting comments for the purpose to amend the Loan Agreement between the City of Thief River Falls and Digi-Key Corporation.

BE IT FURTHER RESOLVED that the City Council of Thief River Falls authorizes to execute an amendment to the Grant Contract dated October 20, 2017 between the City of Thief River Falls and the State of Minnesota acting through the Department of Employment and Economic Development.

BE IT FURTHER RESOLVED that the City Council of Thief River Falls authorizes to execute an amendment to the Loan Agreement between the City of Thief River Falls and Digi-Key Corporation.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Administrator, or their successors in office, are hereby authorized to execute the amendments, thereto, as are necessary to implement the project on behalf of the City of Thief River Falls.

On vote being taken, the motion was approved. Councilmember Rachel Prudhomme did not vote.

FISHING PIER

Following discussion, Councilmember Steve Narverud introduced Resolution No. 5-128-21, being seconded by Councilmember Curt Howe, that:

WHEREAS, the City of Thief River Falls has a fishing pier at Red Robe Park. This pier is heavily used for fishing by people of all ages. This pier is not ADA accessible. The Thief River Falls Sportsman's Club has requested an additional pier be installed and have offered \$2,500 towards the project, and

WHEREAS, the Minnesota DNR has offered to provide and cover most of the cost for a new 40' fishing pier and 40' connecting pier. The cost of the new pier is estimated at approximately \$30,000. The Sportsman's Club would contribute \$2,500 and the City of Thief River Falls would contribute \$2,500, which can include the cost of the ADA compliant sidewalk, and the DNR would pay for the rest of the project.

THEREFORE, BE IT RESOLVED, to approve the Public Works Committee recommendation and an agreement with the Minnesota Department of Natural Resources (DNR) to provide a new Americans with Disabilities Act (ADA) fishing pier for Red Robe Park; and authorize the Mayor and Administrator to execute the agreement.

On vote being taken, the resolution was unanimously passed.

Councilmember Prudhomme left the meeting at 5:41 p.m.

DNR DAM SAFETY PROGRAM - GRANT AGREEMENT RESOLUTION

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 5-129-21, being seconded by Councilmember Mike Lorensen, that:

IT IS RESOLVED that the City of Thief River Falls, hereinafter referred to as the “Applicant”, act as legal sponsor for the project described in the Department of Natural Resources Dam Safety Program grant application.

IT IS FURTHER RESOLVED that the Applicant has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to carry out the Recertification of the Dam.

IT IS FURTHER RESOLVED that the Applicant has not violated any federal, state, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

IT IS FURTHER RESOLVED that upon approval of its application by the State, the Applicant may enter into an agreement with the State for the above-referenced project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the grant agreement.

IT IS FURTHER RESOLVED that the Applicant has the financial capability to provide any required matching funds.

IT IS FURTHER RESOLVED that the source of the Applicant’s matching funds shall not include other State funds.

IT IS FURTHER RESOLVED that the source of Applicant’s matching funds shall be The Fund balance reserve of the City of Thief River Falls.

IT IS FURTHER RESOLVED that the Applicant hereby pledges to complete the project or phase if it exceeds the total funding provided by the Department of Natural Resources and any required local match.

NOW, THEREFORE, IT IS RESOLVED that Brian Holmer, Mayor, is hereby authorized to execute the Dam Safety Program grant agreement and act as the Applicant’s authorized agent for the purpose of administration of the grant.

On vote being taken, the resolution was unanimously passed.

APPROVAL TO GRANT PETE PATEL OWNER OF QUALITY INN A COMMERCIAL ENERGY IMPROVEMENT LOAN

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 5-130-21, being seconded by Councilmember Michele McCraw, that:

WHEREAS, the Community Development Advisory Board makes recommendation for energy and business loans. The project located at 1060 Highway 32 South, Thief River Falls includes improvements to the heating and cooling system for the restaurant in the building. Total project cost is estimated at \$35,000.00, and

WHEREAS, City Attorney Delray Sparby will draft the necessary loan documents secured by a

mortgage on the property.

THEREFORE, BE IT RESOLVED, to approve the Public Works Committee recommendation from the Community Development Advisory Board (CDAB) to authorize the Mayor and City Administrator to sign documents granting a seven (7) year Commercial Energy Improvement Loan in an amount up to \$35,000 with interest rate of 2%, secured by a mortgage on property with monthly auto payment from their bank account.

On vote being taken, the resolution was unanimously passed.

SUMMARY OF PERFORMANCE EVALUATION OF MARTY SEMANKO AND RICK BEIER CO-FIRE CHIEFS

Mayor Holmer read summary of performance evaluation for Marty Semanko and Rick Beier.

At the May 4th, 2021, meeting of the City Council, the meeting was closed by the council to evaluate the job performance of Marty Semanko and Rick Beier, Co-Fire Chiefs. As required by Minnesota State Statute 13D.05 Subd. 3 (a), at its next open meeting, the public body shall summarize its conclusions regarding the evaluation.

The Council conducted an evaluation of Marty Semanko and Rick Beier and found that they were very thorough and open showing and explaining operations to the Council; that they were cooperative when dealing with their department budget; their overall working in emergency management and the airport has been good; that they cooperate well with other departments and engage well with the community; that the long term service of the volunteer firefighters reflects well on them; that they have built an excellent training regimen for the volunteers; that they should pressure for more emergency responder certifications and being NIMS compliant; that they do a good job with in-house training and working with other communities, but the Council would like to see more instructor services provided for local training sessions. Overall, it was felt that they were dedicated to the protection and safety of the City.

RESOLUTION AUTHORIZING CITY ADMINISTRATOR TO APPLY FOR MINNESOTA GOVERNMENT ACCESS (MGA) LOGIN ACCOUNT.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 5-131-21, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City Attorney's office has requested access to Minnesota Government Access Program (MGA) for use in prosecution duties; and

WHEREAS, The MGA program requires application by the City Administrator upon approval and authorization from the City Council.

NOW, THEREFORE, BE IT RESOLVED, By the City Council of Thief River Falls, Minnesota, that Angie Philipp, City Administrator for the City of Thief River Falls has authority to apply for a Minnesota Government Access Login Account.

BE IT FURTHER RESOLVED, That Angie Philipp has authority on behalf of the City of Thief River Falls to sign documentation in furtherance of the application and has authority to enter any

necessary agreements on behalf of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

EMPLOYMENT OF TRAVIS GIFFEN AS PUBLIC WORKS DIRECTOR

Following discussion, Councilmember Steve Narverud introduced Resolution No. 5-132.21, being seconded by Councilmember Curt Howe, that:

WHEREAS, Mark Borseth, Public Works Director, has submitted his resignation effective May 28, 2021. To continue successful operations in the Public Works Department, the position needs to be filled., and

THEREFORE, BE IT RESOLVED, to approve the Public Safety Committee recommendation and to approve the employment of Travis Giffen as Public Works Director. Mr. Griffin shall begin employment on June 14, 2021 at a starting salary of \$8056.95 per month (95% of top salary) of the MAPS Grade Level 13 \$8,481 monthly salary schedule. Mr. Griffin will be eligible for top salary in one year with probation passage. The position is a MAPS position.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer mentioned there is an Airport meeting tomorrow.
- Councilmember Steve Narverud mentioned the docks are in, Kayak landing is in at the 8th street landing and there is lots of fishing happening.
- Councilmember Curt Howe reminded public that the City is done with Leaf Vac it is now the publics responsibility to pick up leaves and bring to sanitation department. If a resident is handicap or a senior citizen they can contact STS for assistance.

UPCOMING MEETINGS

1. JOINT CITY, COUNTY AND SCHOOL MEETING IN THE IMPERIAL ROOM - MAY 24TH AT 5:30 P.M.
2. COMMITTEE OF WHOLE - MAY 25TH AT 5:30 P.M. AT DIGI-KEY
3. CITY COUNCIL MEETING - JUNE 1ST AT 5:30 P.M.
4. UTILITIES COMMITTEE - JUNE 7TH AT 7:00 A.M.
5. PUBLIC SAFETY/LIQUOR COMMITTEE - JUNE 7TH AT 4:30 P.M.
6. ADMINISTRATIVE SERVICES COMMITTEE - JUNE 8TH AT 3:00 P.M.
7. PUBLIC WORKS COMMITTEE - JUNE 9TH AT 4:30 P.M.
8. CITY COUNCIL MEETING - JUNE 15TH AT 5:30 P.M.

INFORMATIONAL ITEMS

- Mark Borseth is retiring after 32 years of Service to the Community of Thief River Falls. A celebration will be held at the City Hall Council Chambers on Thursday, May 27th, 2021 from 2:00 to 4:00 p.m.

Councilmember Mike Lorenson motioned to have all city public meetings to meet in person and discontinue use of Webex and telephone conferencing effective June 1, 2021. Public has the option to view council meetings by streaming live on the city's website www.citytrf.net being seconded by Councilmember Anthony Bolduc.

On vote being taken, the resolution was unanimously passed.

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorenson moved, being seconded by Councilmember Anthony Bolduc to adjourn at 5:56 p.m. On vote being taken, the Chair declared the motion unanimously carried.