COUNCIL PROCEEDINGS
Tuesday, August 15, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on August 15, 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 and Aarestad. The following Councilmember was absent: Arlt and Bolduc. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- 2024 Advance Thief River Budget Request - Michelle Landsverk, Executive Director

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Scott Pream, to approve the agenda with the addition of 8.14 and 8.15.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 08.175.23: Approval of August 1, 2023 Council Proceedings

Following discussion, Councilmember Steve Narverud introduced Resolution No. 08.175.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve August 1, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.176.23: City of Thief River Falls Bills and Disbursements

Following discussion, Councilmember Steve Narverud introduced Resolution No. 08.176.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $296,609.27. 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. 08.177.23: Authorize Mayor Brian Holmer to sign a letter of support to MNDEED for Advance Thief River

Following discussion, Councilmember Steve Narverud introduced Resolution No. 08.177.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This project will significantly enhance Advance Thief River's current work by being able to provide marketing training and individual marketing plans, Money Smart one-on-one consulting, having community-level marketing strategy development to provide collaborative marketing plans, and provide business navigation services as well as business coaching.

The City of Thief River Falls is willing to be the fiscal agent for this project.

THEREFORE, BE IT RESOLVED Authorize Mayor Brian Holmer to sign a letter of support for Advanced Thief River to apply for a Small Business Assistance Partnership Program Grant for $100,000 through Minnesota Department of Employment and Economic Development.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 08.178.23: Dayna and Kraig Melvie – Conditional Use Permit Request

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.178.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Dayne and Kraig Melvie purchased the former Northwest Mobile Home sales lot from Les Snetting for the purpose of constructing storage units and other future commercial buildings. This property is located at 1001 Second Street West and is currently zoned General Business District (C-2). This is an allowable use in this zoning district with a conditional use permit for a buffer.

WHEREAS, The city recently added buffer strips as a conditional use to allow a performance-based approach. Properties adjacent to streets or alleys do not require a 35' buffer strip unless required by a conditional use permit.

THEREFORE, BE IT RESOLVED to Approve a Conditional Use Permit for Dayna and Kraig Melvie Storage Units.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.179.23: Approve MAK Properties, LLC. – Deed Restriction

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.179.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, On November 1, 2022 the City Council Reaffirmed the approval of Modification to the Development Program for Development District No. I and the proposed Establishment of Tax Increment Financing District No. 14 therein and the adoption of the Tax Increment Financing Plan therefore. TIF was approved, subject to the real property area, that was designated for a day care building having a restrictive covenant placed of record that said area can only be used for daycare purposes, unless the City agrees to remove said restriction at a later date.

WHEREAS, Valley Home has entered into an agreement with Discovery Place to expand their daycare center in an unoccupied space within Valley Home. This project requires additional parking and possibly a playground be constructed in the area south and west of Valley Home that was intended for a daycare purpose through a deed restriction. MAK Properties is selling this parcel to Valley Home to facilitate the daycare project, which falls within the intent of the city council, and allows the deed restriction requirement to be removed.

THEREFORE, BE IT RESOLVED To Approve a resolution removing MAK Properties deed restriction requirement adjacent to Valley Home.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.180.23: Roof Repair at the Power Plant

Following discussion, Councilmember Scott Pream introduced Resolution No. 08.180.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, The room that houses the "Turbo" for the Nordberg Diesel Generator has been leaking for quite a while. The 1946, 2 Megawatt, Diesel generator is the largest capacity generator at the power plant. The roof is leaking water directly onto the turbo which is a very expensive piece of the generator equipment.

THEREFORE, BE IT RESOLVED To Accept the bid of $24,000 and scope of work submitted by Herzog Roofing for the repair of the roof over the Turbo Room at the Power Plant.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.181.23: Accept Repair West Wall of Turbine Head Race

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.181.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, A required inspection of the Power Plant / Dam was done by the Federal Energy Regulatory Commission (FERC). The only flag that was noted was concrete spalling occurring on the west wall of the Turbine Head Race above the water line.

THEREFORE, BE IT RESOLVED Accept the bid of $4,500 and scope of work and submitted by Ashton's Mowing Service for the repair of the west wall of the Turbine Head Race.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.182.23: Approve Purchase of 2022 Three Quarter Ton Pickup

Following discussion, Councilmember Scott Pream introduced Resolution No. 08.182.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, The City of Thief River Falls Water Systems Department has a 1985 Dodge one ton truck that has more issues than are worth maintaining efficiently. Since the Pandemic, ordering from the State Bid List has been hit and miss with receiving what is ordered in a timely fashion. Manufacturers distribute by allocation, and can take several months to find out if the order will be filled or not.

WHEREAS, Replacing fleet vehicles in the new vehicle market, along with quotas to replace existing vehicles with fuel efficient ones, makes it challenging to purchase larger trucks that require larger engines in the State Bid Market.

THEREFORE, BE IT RESOLVED To Approve the quote from Luther Chevrolet for a used 2022 Chevrolet 2500 HD/WT.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.183.23: Authorize Mayor and City Administrator to sign a letter of support to St. Bernard's Catholic School proposed project

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.183.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED To Authorize Mayor and City Administrator to sign a letter of support for St. Bernard's Catholic School to apply for financial assistance with the USDA – Rural Development to provide metal lockers, new doors, and the replacement of the stair treads and risers on all of the stairways within its school to meet current fire code requirements and enhance the safety of its internal environment, increase the level of security, and sanitary needs.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.184.23: Approval of City Hall hours of operation

Following discussion, Councilmembers decided to allow 2023 Summer Hours, Resolution No. 08.184.23, to sunset on September 2, 2023. No motion required.

RESOLUTION NO. 08.185.23: Approval of the Tyler Technologies software and services contract

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.185.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Water Department has the Sensus water meter replacement project underway. A mass water meter swap will have to be completed in the Tyler system for utility billing to replace the existing water meter serial numbers to the new water meter numbers.

THEREFORE, BE IT RESOLVED To Authorize the City Administrator to fully execute the Tyler Technologies contract in the amount of $12,160 to complete the mass water meter swap from Eaton numbers to Sensus numbers and includes an additional handheld meter-reader interface.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.186.23: Approval of Financial Audit Agreement (page 55)

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.186.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Annually the City is required to complete an audit of the financials in accordance with Governmental Auditing Standards and OMB Circular A-133 Single Audit Requirements, when applicable.

THEREFORE, BE IT RESOLVED Approve remaining 5-year contract with Hoffman, Philipp, and Martell PLLC for 2023, 2024 and 2025 Governmental Audit Services for

$19,200 each year.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.187.23: Approve services from Flaherty & Hood PA for labor union contract negotiations

Following discussion, Councilmember Michele McCraw introduced Resolution No. 08.187.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Flaherty & Hood PA has the expertise to assist the City of Thief River Falls with all facets of public labor relations, employment law, and human resources. The services the city is requesting is to review current documents and prepare strategy, meet with management and council, review labor contracts and draft comments and initial proposals for each labor contract, participate directly in negotiations, and draft all final contract, MOUs, and council action for all units.

THEREFORE, BE IT RESOLVED Approve Flaherty & Hood PA to provide labor negotiations services for the City of Thief River Falls' unions and bargaining unit with Attorney Brandon Fitzsimmons as the lead negotiator.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.188.23: Allow Food Trucks to be Present and Parked in a pre-approved location in the municipal parking lot at the Floyd B. Olson Park During the combined Farmers/Everybody's Market on September 13 from 9:00 am-3 pm.

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.188.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Previously the Farmer's Market had been granted permission from City Council to allow food trucks to be parked in the grass during open Farmer's Market hours(9 am -12 pm).

THEREFORE, BE IT RESOLVED Allow Food Trucks to be Present and Parked in a pre-approved location in the municipal parking lot at the Floyd B. Olson Park During the combined Farmers/Everybody's Market on September 13 from 9:00 am-3 pm.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.189.23: Allow Food Trucks to be Present and Parked in a pre-approved location the municipal lot that is adjacent to the Floyd B. Olson Park During open Farmers Market hours on Saturdays from 9:00 am-noon.

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.189.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Previously Food Trucks were approved to be allowed during the Farmer's Market but to be parked on the grass on the Floyd B. Olson Park.

THEREFORE, BE IT RESOLVED Allow Food Trucks to be Present and Parked in a pre-approved location the municipal lot that is adjacent to the Floyd B. Olson Park During the Farmers Market Schedule on Saturdays from 9:00 am-noon.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.190.23: Approve Wetland Conservation Act- Notice of Decision

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 08.190.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Wetland Conservation Act requires the local governing unit to administer Notice of Decision of potential wetland impacts to newly proposed construction projects. The three applications are currently governed by the City of Thief River Falls and to be decided by the City Council. Approval of the applications would be in concurrence with the decision of the WCA-Technical Evaluation Panel.

THEREFORE, BE IT RESOLVED To approve as acting representative in accordance with the Wetland Conservation Act the following three applications: City of Thief River Falls- project Red Robe Park, City of Thief River Falls- project Elks Park, #07262023-UPS expansion facility.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.191.23: Approve the appointment of Trentyn Groslie as Water Treatment Plant Operator

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.191.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, With the resignation of Jason Darco, Water Treatment Plant Operator, effective August 12th, 2023, a Water Treatment Plant Operator needed to be hired to continue efficient operations of the Water department.

THEREFORE, BE IT RESOLVED To Approve the Teamster #320 internal transfer of Trentyn Groslie from Water Systems Operator to Water Treatment Plant Operator, effective August 16, 2023. Mr. Groslie's wage shall remain at his current rate of $29.05 per hour as both positions are on the same pay grade. It should be noted that Mr. Groslie has 30 days to return to his former position, as per the Union Contract. After 30 days, the City will post the Water Systems Operator position to the public for filling.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.192.23: Request for Mayor and City Administrator to sign ISD 564 Contract for use of Ralph Engelstad Arena Complex and MEC

Following discussion, Councilmember Steve Narverud introduced Resolution No. 08.192.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, ISD 564 and Venuworks have negotiated a lease agreement for use of the Ralph Engelstad Arena Complex and MEC.

THEREFORE, BE IT RESOLVED To authorize the Mayor and City Administrator to sign a 5-year lease agreement with ISD 564 for the use of the Ralph Engelstad Arena Complex and MEC.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer and Councilmember Mike Lorenson spoke of the Senate Bonding agreement at the airport scheduled for tomorrow.
- Councilmember Mike Lorenson mentioned the Building Committee is reevaluating the needs of the renovation of City Hall. Taking a more conservative approach.
  - The Carneige Library roof should be completed shortly.
  - At the Branch Library we are looking at relocating the bathrooms and making them ADA compliant.
  - Continuing to look at pool amounts and splash park.
  - Water Department - there has been mixed feedback from residents regarding water meter replacement. Workers will need to get into homes.
- Councilmember Michelle McCraw gave a Strategic Plan Update - still need to meet with council.

UPCOMING MEETINGS

- Northland President Welcome Lunch for the Students - August 18th at Noon to 1 p.m.
- City Council Meeting - September 5th at 5:30 p.m.
- Committee of Whole Meeting - September 5th Immediately following City Council
- Utilities Committee Meeting - September 11th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - September 11th at 4:30 p.m.
- Administrative Services Committee Meeting - September 12th at 4:30 p.m.
- Public Works Committee Meeting - September 13th at 4:30 p.m.
- City Council Meeting - September 19th at 5:30 p.m.

INFORMATIONAL ITEMS

- July 2023 Investment Summary

CLOSE MEETING PURSUANT TO MINNESOTA STATUTES, SECTION 13D.05, SUBDIVISION 3 (A)

The City Council may close the council meeting to evaluate the performance of City Administrator, Angela Philipp

Following discussion, Councilmember Steve Narverud motioned to discontinue performance evaluations of City Administrator, Angela Philipp, issue has been resolved, being seconded by Councilmember Scott Pream.

On vote being taken, the motion was unanimously passed.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream, being seconded by Councilmember Mike Lorenson to adjourn at 6:25 p.m. On vote being taken, the Chair declared the motion unanimously carried.

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Brian D. Holmer, Mayor

Attest: ______________________________

Angela Philipp, City Administrator