

Administrative Committee Meeting Minutes

Tuesday, September 10, 2024

CALL TO ORDER

This meeting is officially called to order at 4:30 p.m. on September 10, 2024. This meeting is presided over by Mayor Brian Holmer.

ROLL CALL

The following Councilmembers were present: Holmer, Aarestad, and Lorenson. Arlt was absent. Others in attendance were Angelia Philipp, City Administrator; Richard Baker, Economic/Community Development Director; Joanne Olson, IT Coordinator; Travis Collins, Oak View Group Manager. Holmer chaired the meeting.

APPROVE SUMMARY OF DISCUSSION

Approval of August 13, 2024 Administrative Services Committee Minutes

Committee members reviewed the summary and no changes were recommended.

ADMINISTRATION

Project Updates

Richard noted he spoke with Nate Anderson regarding the 55+ Project. They will be sending the project to Greater Housing Project for funding.

Richard is still waiting to hear about the Work Force Housing grant for The Edge project. Mayor Holmer asked if there is a timeline for the daycare facility project. Richard noted it is targeted for Spring/Summer 2025.

Tim Sullivan and Tom Richter, by phone (Venuworks) - PTO and Severance discussion

Tim discussed that Venuworks will pay out PTO owed to employees and will submit bill to the City. Angie commented that the City will pay PTO but will not pay severance. Tim explained the reason behind the severance offer (stay bonus) was to try to help the gap for employees who were starting with OVG. Angie commented that the information in the letters sent to employees in May was not approved by the City. Tim asked if there was any way to come to an agreement; committee denied request.

Approve the Modernization Proposal for the Depot Elevator.

After review, Committee approved RCA to Council. This will also go to Public Works.

Carnegie Elevator Repair

After review, Committee approved RCA to Council. This will also go to Public Works.

Other

Richard provided a quote for repairs needed for the front steps at the Carnegie. After review, Committee approved RCA to Council.

Richard provided a quote for repairs need for the library loading dock wall. After review, Committee approved RCA to Council.

ARENAS

Arena/MEC/Tourist Park

Travis noted they have a new campsite host (Sheri) at the tourist park to finish out the season. He's heard a lot of good reviews on the bathroom and general appearance. He is hoping to retain her next season.

Travis noted crews are mowing and putting equipment away at the MEC for the season. Softball and Baseball is done for the season.

Joanne asked when the tourist park will shut down for the season so she can turn off the wi-fi. Travis said November 1st is the shutdown date; water is shut off prior to that date.

Ralph/Huck

Travis noted Hairball concert is scheduled for January 24, 2025. Tickets are on sale now.

Travis noted ice is out of the Huck and work continues on the ice plant, but they are behind schedule as they had to wait for equipment and electricians are two weeks behind.

He also noted the service agreement with Cimco will have a \$10,000 deduction because, with having only one ice plant, the Huck and Ralph will have one service agreement instead of two.

Travis reviewed security systems quotes and equipment for the east entrance, including four units and two wands at a total of \$72,693. Cost would be split between public safety money, the balance reserve and 2024 capital. After the committee reviewed, it was declined at this time. The committee requested Travis to do more research and find cost-saving alternatives.

Travis noted the weight room has been re-keyed and authorized personnel/groups have two keys each (ex. TRFAHA, Skating, STX). They are still working on a masterkey program to help secure the entire building. City employees will not have key access.

Other

Angie will reach out to the Curling Club/Ben Saylor regarding purchase of ice plant.

IT

Project Updates

Joanne noted her AI policy draft is with Delray and provided a copy for the Committee members. Mike Lorensen commented it would be good idea to put together a "lunch and learn" meeting for AI demonstrations and education.

Joanne noted she has updated her policy for Knowbe4 training but suggested it needs to

define the course of action regarding discipline for employees if training is not completed and failure rates. All employees will need to sign off on new policy once complete.

Other

Joanne will be on vacation October 29 - Nov 4.

Joanne will be attending the GOVIT Symposium in Bloomington, MN November 19-21.

Angie noted Joanne will need to prepare five (5) laptops for the November General Election.

OTHER

Superintendent Chris Mills requested a City/County/School meeting on October 2 at 6 p.m. at LHS Training Center. Committee agreed to be present.

Angie will be out week of September 16-20.

After discussion, Richard will look into occupancy codes and building maintenance ordinances relating to an unoccupied downtown building.

Mike commented he received a call from The Times with concern regarding their 2025 Home Show event and scheduling with the Ralph/Oak View Group. Travis noted there is a concert scheduled for the dates the Times requested and the Times does not have any contract on file to reserve annual dates. After discussion, it was determined the Times should have a contract with OVG regarding their annual Home Show so that their desired date can be held year-after-year.

Kaden Steele - TRF Flag

Angie commented on email received by Kaden and his TRF Flag inquiry. After review, the Committee declined and said it would like to utilize a more uniform flag incorporating City of Thief River Falls, Visit TRF and Advance TRF for marketing consistency.

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 5:57 p.m.

COUNCIL ACTION ITEMS

RCA to Council – Modernization Proposal for the Depot Elevator
RCA to Council – Carnegie Elevator Repair
RCA to Council – Carnegie Front Step Repair
RCA to Council – Library Loading Dock Repair