

CITY COUNCIL MINUTES

Tuesday, September 17, 2024

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on September 17, 2024. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Mike Lorenson motioned, being seconded by Councilmember Anthony Bolduc, to approve the agenda.

CONSENT AGENDA

RESOLUTION NO. 09.203.24: Approval of September 3, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced 09.203.24, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the September 3, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.204.24: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No.09.204.24, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$921,494.83. 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. 09.205.24: Approval to fill position of Cemetery Technician

Following discussion, Councilmember Steve Narverud introduced Resolution 09.205.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Public Works Department is seeking to fill a position of Cemetery Technician due to the termination of Thomas Harbott effective August 21, 2024.

THEREFORE, BE IT RESOLVED To authorize to begin the process to fill a position of Cemetery Technician in the Public Works Department. Position shall be open to Teamster #320 employees for ten days, as per union contract and if not filled through this process, the Public Works Cemetery Technician position will be opened to the public.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.206.24: Approve opening of Investigator position

Following discussion, Councilmember Anthony Bolduc introduced Resolution 09.206.24, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED To approve the opening of an Investigator position. The position will be open to the LELS Local #193 union for 10 days.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.207.24: Approve Towards Zero Death (TZD) Proposal for 2024/2025

Following discussion, Councilmember Jason Aarestad introduced Resolution 09.207.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, Thief River Falls Police Officer Ben Tureson oversees our TZD program. Officer Tureson and Pennington County Deputy Alex Henningson drafted a grant for TZD funds. The state awarded \$18,500.00 to the Thief River Falls Police Department, the Pennington County Sheriff's office and the Marshall County Sheriff's office. These funds will be split equally between departments and will go towards TZD enforcement, which includes distracted driving, seatbelt and move over enforcement. The funds will go towards overtime related to this enforcement and any other assistance with this special enforcement. This grant will start on October 1st, 2024 and will end September 30th, 2025. Officer Tureson will handle scheduling and other tasks related to this program.

WHEREAS, Council approval is required before the funds can be used towards this enforcement

THEREFORE, BE IT RESOLVED To approve 2024/2025 TZD Grant to the Thief River Falls Police Department to share with the Pennington County Sheriff's office and Marshall County Sheriff's office.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.208.24: Approve the Modernization Proposal for the Depot Elevator

Following discussion, Councilmember Mike Lorensen introduced Resolution 09.208.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, TKE has advised the city that an upgrade to the mechanical and electrical systems on the elevator at the Depot is needed. TKE has informed us that finding replacement

components is becoming difficult which will lead to increased downtime and higher maintenance costs. We have been told it could take months to obtain replacement parts if they are available at all.

WHEREAS, Due to the modernization package being engineered specifically for the Depot elevator and TKE manufacturing some of their own parts, it is impossible to get three bids. And we have been advised by the auditor that because TKE is our preferred maintenance company, and the work and materials are specific to our elevator that we may forgo getting comparable bids because it would be impossible to get like comparisons.

THEREFORE, BE IT RESOLVED Approve the Modernization Proposal from TKE in the amount of \$80,384.88 to upgrade the mechanical and electrical equipment on the elevator at the Depot and to authorize City Administrator, Angie Philipp, to execute any contract agreements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.209.24: Approve the Repair Work on the Carnegie Elevator

Following discussion, Councilmember Steve Narverud introduced Resolution 09.209.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, On August 28, 2024, the TKE Service Tech discovered that the hydraulic line was leaking on the Carnegie elevator which was the cause of our inoperable issue. Upon further inspection, the electrical wiring is showing signs of deterioration, and it is recommended that since both lines run in the same conduit, that we replace the wiring at the same time.

WHEREAS, The elevator has been out of service since August 28th. This is a very labor-intensive project and expected to take almost two weeks to complete. The hydraulic line will need to be fed through the 10-inch PVC conduit in 5-foot sections from the elevator shaft to the control room which is approximately 35-feet in distance.

THEREFORE, BE IT RESOLVED Approve the repair work proposal from TKE in the amount of \$70,394.37 to replace the broken hydraulic line and deteriorated electrical line on the elevator at the Carnegie and to authorize City Administrator, Angie Philipp, to execute any contract agreements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.210.24: First Reading of Amendment to City Code Chapter 150.02 Building permits required

Following discussion, Councilmember None introduced Resolution 09.210.24, being seconded by Councilmember None, that:

WHEREAS, Currently City Code Section 150.02 – Building Permit Requirements do not address Fire alarm systems or Fire service plan review. Such a requirement is needed with the future development of the city to ensure current fire code requirements are met for new and existing construction.

WHEREAS, In the past there has been oversight and inconsistency in these areas. Requirement of a Fire Alarm System permit or a Fire Service Plan review will ensure consistency in the application and enforcement of current fire codes in new and existing construction

THEREFORE, BE IT RESOLVED Call for first reading to consider an amendment to City Code Chapter 152.02 Building permits required, Subsections (1, 2, and 3) (as set forth in bold and underlined below) to read as follows:

1. Building permit required. It is unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure, or any part or portion thereof, including, but not limited to, the plumbing, electrical, ventilating, heating, air conditioning systems or **fire alarm systems therein or cause the same to be done without first obtaining a separate building permit, fire service plan review or fire alarm system permit, as applicable**, for each such building, structure, or mechanical components from the city. There shall be no permit required for the cost of construction under \$200.00.

2. Application. Application for a building permit **or fire alarm system permit** shall be made to the building official on an application provided by the building official. The **respective permit(s)** may be issued by the building official upon payment of required fee and completion of other requirements. All such applications shall contain an agreement by the applicant to be bound by this chapter and specifications and standards consistent with the provisions of this chapter.

3. Building, **Fire Service and Fire Alarm System permit fee(s)**. The building permit fee, **fire service plan review fee and fire alarm system permit fee** shall be established by the council by resolution, which may be changed from time to time by resolution.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.211.24: Approve the Repair Work on the foundation and front steps of the Carnegie

Following discussion, Councilmember Anthony Bolduc introduced Resolution 09.211.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The cement railings, the southwest windowsill and the southwest corner of the Carnegie foundation are all deteriorating. Our maintenance person has attempted to patch it over the years, but we now have a water leakage issue between the cement railing and the front stoop which we believe is the cause of the water that is leaking into the storage room below. Salt from ice control has also deteriorated the base of the cement railing. Water from a leaking downspout in the southwest corner of the building is suspected as the culprit in the deterioration of the foundation corner and windowsill.

WHEREAS, The moisture issue in the storage room in the basement of the Carnegie is causing addition deterioration of metal pipes and potential mold issues. With thawing and refreezing, we risk further damage if not repaired yet this fall.

THEREFORE, BE IT RESOLVED Approve the repair work proposal from Bill Kaushagen in the amount of \$2,800.00 to repair the foundation and front steps at the Carnegie and to authorize City Administrator, Angie Philipp, to execute any contract agreements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.212.24: Approve the Repair Work on the Public Library Garage/Loading Dock

Wall

Following discussion, Councilmember Mike Lorensen introduced 09.212.24 Resolution, being seconded by Councilmember Scott Pream, that:

WHEREAS, Upon inspection of capital needs on the Public Library it was brought to our attention that the retaining walls between the parking garage drive and the alleyway are busted up and in the case of the southside, a good push with your foot could probably topple it.

WHEREAS, The cement driveways in and out of the garage are also breaking up and at some point, will need to be repaired. Bill Kaushagen Masonry does not do that work, so while looking at the issues at the Carnegie, Bill also looked at this project.

THEREFORE, BE IT RESOLVED Approve the repair work proposal from Bill Kaushagen in the amount of \$3,000.00 to remove and replace the garage/loading dock walls at the Public Library and to authorize City Administrator, Angie Philipp, to execute any contract agreements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.213.24: Approve the Municipal Advisory Service Agreement between the City of Thief River Falls and Northland Securities.

Following discussion, Councilmember Jason Aarestad introduced Resolution 09.213.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Northland shall provide the City of Thief River Falls with services necessary to analyze, structure, offer for sale and close the Debt. The services will be tailored to meet the needs of this engagement.

THEREFORE, BE IT RESOLVED to authorize the City Administrator to sign the Municipal Advisory Service Agreement between the City of Thief River Falls and Northland Securities in connection with the issuance of General Obligation Equipment Certificates in Indebtedness, Series 2024A.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- Committee of the Whole - September 17, 2024 following City Council Meeting
- City Council Meeting - October 1st at 5:30 p.m.
- City/County/School meeting October 2, 2024 at 6 p.m. at Lincoln High School Training Center.
- Public Utilities Committee - October 7th at 7:00 a.m.
- Public Safety/Liquor Committee - October 7th at 4:30 p.m.
- Administrative Services Committee - October 8th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - October 9th at 4:30 p.m.

- City Council Meeting - October 15th at 5:30 p.m.

INFORMATIONAL ITEMS

- August 2024 Investment Summary
- Reminder: November 5, 2024 City Council must be adjourned by 6 p.m. for election night
- Discussion to move November Committee meetings as a result of November 11, 2024 Holiday. Utilities 11/7 at 7 am; Public Safety 11/7 at 4:30 pm and Public Works 11/6 at 4:30 pm.
- City Hall renovation will begin soon (estimate October 1, 2024). Employees and equipment will be moved around during renovations.
- City leaf pickup will begin October 7, 2024 and end November 4, 2024 following the same street/Ave pickup schedules. It was mentioned for residents to be courteous of the schedule when parking cars.
- Reminder October 1, 2024 is the Jefferson Hwy sign dedication event at 5 pm in the Ralph Englestad Arena parking lot. The Military convoy will be coming thru town at this time.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream being seconded by Councilmember Mike Lorenson to adjourn at 5:59 pm to the Committee of the Whole Meeting. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator