

City Council Meeting Minutes

Tuesday, October 15, 2024

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on October 15, 2024. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Steve Narverud motioned, being seconded by Councilmember Jason Aarestad, to approve the agenda.

On vote being taken, the resolution was unanimously passed..

CONSENT AGENDA

RESOLUTION NO. 10.222.24 : Approval of October 1, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 10.222.24, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the October 1, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.223.24: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember None introduced RESOLUTION 10.223.24, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$694,893.47. 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. 10.224.24 : Approve the Internal Transfer of Nick Olson to Cemetery Technician

Following discussion, Councilmember Jason Aarestad introduced Resolution 10.224.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Council approved the position be opened on September 17, 2024.

THEREFORE, BE IT RESOLVED To approve the internal transfer of Nick Olson for the position of Cemetery Technician. Nick will be placed at Grade 3 Step 4 at a rate of \$28.21 effective October 16, 2024. October 16 will also become his Anniversary Date. The position is a Teamster Union #320 position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.225.24: Approve the Employment of Marea Gryskiewicz as GIS Mapping Technician

Following discussion, Councilmember Scott Pream introduced Resolution 10.225.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Council approved the position be opened on June 4, 2024.

THEREFORE, BE IT RESOLVED To approve the employment of Marea Gryskiewicz for the position of GIS Mapping Technician. Marea will be placed at Grade 5 Step 3 at a rate of \$32.45 effective November 12, 2024. The position is a Teamster Union #320 position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.226.24: Approve Task Order 17 for the plans and specifications and bid process for the replacement of the CO2 tank at the Water Treatment Plant.

Following discussion, Councilmember Anthony Bolduc introduced Resolution 10.226.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls Water Treatment Plant utilizes CO2 for ph stabilization in the water treatment process. The current tank is 40 years old and is in need of replacement and the controls will be upgraded.

WHEREAS, The current CO2 tank and controls are in poor condition and need to be replaced. During the last by-annual inspection, it was recommended to replace the outdated tank and controls.

THEREFORE, BE IT RESOLVED Approve Task Order 17 for the plans and specifications and bid process for the replacement of the CO2 tank at the Water

Treatment Plant.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.227.24: Replacement of Depot Front Doors

Following discussion, Councilmember Anthony Bolduc introduced Resolution 10.227.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The bottoms of the front doors to the Depot/City Hall have rusted out. Maintenance has done a temporary fix with HVAC duct tape to keep the bottoms from falling and catching which does not allow the doors to close completely.

WHEREAS, These doors will be all aluminum so they will not rust. They will be green in color and will have brass-colored panic bar and hardware in keeping with the historic look of the Depot. These doors are prepped for keyless entry. In an email with the Historical Architect from the State Historic Preservation Office she stated, "As this is a modern addition we're discussing, we are just looking for it to be compatible with the historic. Replacement on this non-historic addition is fine, but we just want to make sure it "fits in". In other words, just don't do something distracting."

THEREFORE, BE IT RESOLVED Approve the bid amount of \$19,421.00 from Thief River Glass for the replacement of the front doors to the Depot Building/City Hall.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.228.24: Approve a Commercial Energy Renovation Loan to the Legends Building.

Following discussion, Councilmember Jason Aarestad introduced Resolution 10.228.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The Community Development Advisory Board met at noon on Wednesday, October 9, 2024, to review and discuss the application request from Barry Dowers, the Legends Building, 212 Atlantic Avenue, for a Commercial Energy Renovation Loan through the City of Thief River Falls' Revolving Loan Fund. The requested loan amount is \$70,000 for the replacement of a section of the building's roof.

After reviewing the application, the CDAB members voted unanimously to recommend that the City Council approve a Commercial Energy Renovation Loan in the amount of \$70,000 at a 2 percent interest rate for a period not to exceed 84 months.

THEREFORE, BE IT RESOLVED Approve a Commercial Energy Renovation Loan in the amount of \$70,000 at a 2 percent interest rate for a period not to exceed 84 months from the City's Revolving Loan Fund to Barry Dowers, the Legends Building.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.229.24: Interim Use Permit Request – Lisa Robson Properties, LLC

Following discussion, Councilmember Scott Pream introduced Resolution 10.229.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Evergreen Catering and Bakery has ceased operations at their facility located at 1302 Greenwood Street West, Thief River Falls, Minnesota. Owner Lisa Robson, Lisa Robson Properties, is interested in converting the building to office space and leasing it to a legal entity.

The Property is legally described as follows:

Lot 1, Block 2 of Gilbert Industrial Addition.

WHEREAS, This is a unique building, built for a specific business. The owner has ceased operating her business, Evergreen Catering and Bakery. She has a party interested in renting the space for offices and would like to convert the building to office space and lease it to said party.

The parcel is zoned Industrial.

THEREFORE, BE IT RESOLVED Approve an Interim Use Permit application by Lisa Robson Properties, LLC to change the current use of her building at 1302 Greenwood Street West, Thief River Falls, Minnesota from an industrial use as a bakery and catering business to a commercial office rental use.

On vote being taken, the resolution was unanimously passed.

Second Reading Amendment to City Code Chapter 152.02 Buildings Permits Required

Councilmember Jason Aarestad motioned, being seconded by Councilmember Steve Narverud to call for the second reading of an ordinance of:

ORDINANCE NO. ____, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 150 ENTITLED "BUILDING REGULATIONS" BY AMENDING SECTION 150.02 "BUILDING PERMITS REQUIRED", AND ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 150.02 is hereby amended to read as follows:

- ***Sec. 150.02. - Building permits required.***
 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.*

4. *Manufactured home permit and fee. Application for a manufactured home permit shall be made to the building official on an application by the building official. The permit may be issued by the building official upon payment of the required fee, which shall be established by resolution and may be amended from time to time by resolution.*

5. ***Demolition** permit and fee. Application for a demolition permit shall be made to the building official on an application by the building official. The permit may be issued by the building official upon payment of the required fee, which shall be established by resolution and may be amended from time to time by resolution.*

6. *Completion of roof and exterior. The roof and all exterior surfaces of any residential and accessory building must be completely finished with exterior building materials permitted by the state building code and this Code within 12 months after the issuance of a building permit for any new construction, alternation, remodeling, addition, or relocation; any commercial building and accessory building must be similarly completed within 24 months of the issuance of a building permit. If a building is damaged by fire or other casualty or cause and the roof or exterior finishes are damaged or destroyed, they shall be completely restored or replaced with exterior building materials permitted by the state building code and this Code as soon as reasonably possible, and in any event within 12 months after they are damaged or destroyed.*

Section 2. City Code Chapter 10 entitled "General Provisions" and Section 152.998 entitled "Violation" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed by the City Council of Thief River Falls, Minnesota, on the 15th day of October, 2024, by majority vote.

Mayor

ATTEST:

Angela Philipp
City Administrator

City Attorney Sparby read the proposed ordinance. Following no further discussion, Council will hear approval request next.

RESOLUTION NO. 10.230.24: Approval to amend City Code Chapter 152.02 Building permits required

Following discussion, Councilmember Steve Narverud introduced Resolution 10.230.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Currently City Code Section 152.02 – 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 approval 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. 10.231.24: Approval of Internal Transfer of Ben Tureson to Investigator and Brady Meunier to Patrol Officer

Following discussion, Councilmember Anthony Bolduc introduced Resolution 10.231.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Officer Brady Meunier asked to step down as investigator to move back to the patrol. The City Council adopted Resolution No. 09.202.24 authorizing that the position of Investigator to be internally posted to the police department.

THEREFORE, BE IT RESOLVED To approve the internal transfer of Ben Tureson from task force officer to Investigator (Adult) effective October 16th, 2024. Investigator Tureson's wage shall be \$38.83 per hour which is a Grade 8 Step 2 of the Investigator salary schedule. Investigator Tureson will remain a 50% Pine 2 Prairie task force member. Officer Brady Meunier will move back to Patrol effective October 16, 2024 and his wage will be frozen for one year at \$38.83 and placed at Grade 6 Step 6 on the pay schedule.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.232.24: Approval for the City of Thief River Falls to purchase a new server and software upgrade

Following discussion, Councilmember Scott Pream introduced Resolution 10.232.24, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The server that resides at the Electrical building is 6 years old and has an end-of-life processor (Gen 10).

WHEREAS,

- The new server will be built to meet our present and future needs.
 - It would replace our existing Active Directory and file server (purchased in 2022) located in City Hall.
- The existing server from City Hall would replace the older server located in the electrical building.
 - The electrical server can be repurposed next year as a SIEM server.

THEREFORE, BE IT RESOLVED Approve for the City of Thief River Falls a new server from Morris Electronics

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.233.24: Approve Utility Connection Permit Replacement Costs

Following discussion, Councilmember Anthony Bolduc introduced Resolution 10.233.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The city has found better construction and cost stability by hiring concrete and asphalt contractors through city resources. This cost has been charged up front to the customer requesting the utility permit. Construction costs have risen significantly, and those increases need to be accounted for in the issuance of the permit.

THEREFORE, BE IT RESOLVED To approve material costs for replacement of existing city infrastructure that has been removed when needed to repair or replace a utility connection. New rates are as follows:

Curb and gutter	\$65.00 / lineal foot
4" Sidewalk	\$18.00 / square foot
4" Asphalt	\$60.00 / square yard
Aggregate base	\$425.00 lump sum
Aggregate surface	\$325.00 lump sum
Boulevard Turf restoration	\$200.00 lump sum

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.234.24: Approve One-Year Storm Water Utility Rate Increase (for 2025 calendar year)

Following discussion, Councilmember Jason Aarestad introduced Resolution 10.234.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The previous storm water utility rate was approved in sept. 2023 for the calendar year 2024, and followed consistent incremental increases in years 2021, 2022, 2023, and 2024. The proposed rate increase would be approved for only one year, and is consistent with previous increases. The Residential monthly rates would increase \$.50/month and Commercial/Multi-family/Industrial rates would increase \$1.00/acre/month, based on applicable formula. The current residential rate and commercial rates are lower than similar comparable sized cities.

WHEREAS, The City adopted a storm water utility in 2004 to fund the cost of installing, operating, and maintaining the city's storm sewer system. It also funds related operations such as street sweeping to prevent debris from entering the storm sewer system.

THEREFORE, BE IT RESOLVED To approve a one-year Storm Water Utility Rate Increase. The new rate proposal would be \$7.00/month for residential properties, \$16.50/acre x 2.5 x impervious area of property or for apartment buildings and commercial properties, and \$16.50/acre x 1.5 x entire area of property for any properties that had previously been calculated with that method.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.235.24: Approve 6th street land conveyance, C.S.5701(01=033) 001 parcel 1, Pennington County

Following discussion, Councilmember Steve Narverud tabled Resolution 10.235.24, being seconded by Councilmember Jason Aarestad.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

City Council Meeting - November 5th at 4:30 p.m.

Public Works Committee - November 6th at 4:30 p.m.

Public Utilities Committee - November 7th at 7:00 a.m.

Public Safety/Liquor Committee - November 7th at 4:30 p.m.

Administrative Services Committee - November 12th at 4:30 p.m. Room 201 City Hall

City Council Meeting - November 19th at 5:30 p.m.

INFORMATIONAL ITEMS

- September 2024 Investment Summary
- Reminder: November 5th is election night and Council Meeting will end by 6pm.
- CP Rail Holiday Train returning to Thief River Falls on December 15.
- Jason noted and encouraged residents to attend the last school referendum public meeting October 24 at Challenger Elementary.
- Jason noted another child was hit by vehicle; the second one in two weeks at the intersection of Hwy 59 and 1st Street. He urged drivers to pay closer attention.
- Steve reminded the council and residents that leaf pick up has begun and will run through November 1st. Residents are reminded to keep streets clear of vehicles and other debris to help keep the pickup efforts accessible.
- Travis commented on street project updates. Kendal and Crocker are in the final stages with final paving to be completed end of this week. Crews are working on the storm sewer on 13th St which is expected to be another 1-2 weeks. Pavement is scheduled for end of October - beginning of November; depending on the weather. Travis noted street lighting will be last steps of completion.

Travis noted the library parking lot will be closed Wednesday for contractors to work on the plumbing.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream being seconded by Anthony Bolduc to adjourn at 6:04 pm. On vote being taken, the Chair declared the motion unanimously

carried.

Brian Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator