COUNCIL PROCEEDINGS
Tuesday, December 17, 2024

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PUBLIC HEARING

Street & Utility Improvement - Assessment Hearing December 17th at 5:30 in Council Chambers

> Travis Giffen presented background on the project. Homeowner, Amanda Olson, addressed the council with her concerns regarding the assessment. She doesn't believe the assessment on her home is equitable or equally distributed among homeowners. She noted she/they were given little notice regarding the project (received a letter two days before the project started). She was assessed $29,550.17 and would like to appeal. After discussion, the council noted they would take her comments under advisement and closed the public hearing.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- Presentation: Honoring Mayor Holmer for 10 years of dedicated service to the City of Thief River Falls and Anthony Bolduc for his commitment to City Council.

> Angie Philipp presented Mayor Brian Holmer with a plague and Ward 2 rep Anthony Bolduc with a certificate for their dedication and commitment to the City of Thief River Falls and to the Council. A photo was taken of Philipp, Holmer and Bolduc.

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Michele McCraw, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 12.275.24: Approval of December 3, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced RESOLUTION 12.275.24, being seconded by Councilmember Steve Narverud, that:

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.276.24 : City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced RESOLUTION 12.276.24, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $2,075,972.71. 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.12.277.24 : Adopt the City of Thief River Falls Final 2025 Budget

Following discussion, Councilmember Steve Narverud introduced Resolution 12.277.24, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to adopt the City of Thief River Falls Final 2025 Budget. A summary of the 2025 revenue and expenditures is as follows:

	2025 REVENUE	**2025 EXPENSE**	**FUND BALANCE RESERVES + OR -**
General Fund	$ 11,097,465.00	$ 11,112,465.00	$ (15,000.00)
Liquor Dispensary	$ 5,155,350.00	$ 5,652,940.00	$ (497,590.00)
Electric Utility Fund	$ 17,995,000.00	$ 17,898,413.00	$ 96,587.00
Storm Water Utility Fund	$ 372,000.00	$ 372,000.00	$ -
Water Utility Fund	$ 3,212,342.00	$ 3,738,418.00	$ (526,076.00)
Wastewater Utility Fund	$ 1,258,150.00	$ 1,220,139.00	$ 38,011.00
Police Relief Pension Fund	$ 12,585.00	$ 15,467.00	$ (2,882.00)
Debt Service Fund	$ 1,665,453.00	$ 1,704,259.00	$ (38,806.00)
TOTALS	**$ 40,768,345.00**	**$ 41,714,101.00**	**$ (945,756.00)**

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.278.24: Approval of 2025 Tax Levy

Following discussion, Councilmember Jason Aarestad introduced Resolution 12.278.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, On September 3, 2024 the City of Thief River Falls set the 2025 preliminary tax levy at $4,051,075.

THEREFORE, BE IT RESOLVED By the City Council, to certify the City of Thief River Falls 2025 Tax Levy at $3,909,417 to the Pennington County Auditor, representing a 6.79% increase from the 2024 Tax Levy. This 6.79% increase also produced an increase in the City of Thief River Falls' proposed tax rate. The breakdown of the 2025 Tax Levy is as follows:

General Fund Levy	$2,710,273
Bonded Debt Levy	$1,199,144
Net Tax Levy	$3,909,417

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.279.24: Approval To Process Year-End Accounts Payable Through December 31, 2024

Following discussion, Councilmember Steve Narverud introduced Resolution 12.279.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Annually, the City Council can authorize payment of year-end bills to simplify the year-end accounting.

THEREFORE, BE IT RESOLVED By the City Council, to authorize staff to process year-end accounts payable with payment on December 31, 2024. Staff will email a report to the Council prior to payment with Council invited to contact City Administrator Angela Philipp if they see something they question.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.280.24: Approve Uncollectible Utility Account Write-offs

Following discussion, Councilmember Mike Lorenson introduced Resolution 12.280.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

WHEREAS, Most delinquents are turned over to the Minnesota Revenue Recapture program to be taken from the customers' State tax withholdings and end up being paid. A few are turned over to the Credit Bureau. If the customer who incurred the bill owned the property, we can certify it to the County for collection with taxes.

THEREFORE, BE IT RESOLVED Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts for the previous 12-month period. $11,624.38 has been turned over to the Credit Bureau; $51,763.08 has been submitted to the MN Revenue Recapture program, $3,507.27 in small direct write-offs and $21,129.62 turned over to tax roll, for a total of $88,024.35.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.281.24: Approval to Write Off Falls Liquor Store NSF Checks

Following discussion, Councilmember Jason Aarestad introduced Resolution12.281.24, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to accept a Public Safety/Liquor Committee recommendation to write off Falls Liquor Store NSF checks totaling $224.03 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.282.24 : Water Treatment Plant CO2 Tank Replacement Project

Following discussion, Councilmember Scott Pream introduced Resolution 12.282.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City of Thief River Falls Water Treatment Plant utilizes liquid CO2 for ph correction in the Water Treatment process. The current tank is 40 years old, and while it passed inspection this year, the inspector recommended the replacement take place in the near future.

WHEREAS, After a new CO2 tank is ordered, it takes approximately six months for delivery. Accepting the low bid now will allow for installation in the summer of 2025 construction season.

THEREFORE, BE IT RESOLVED Approve the low bid from Municipal Service, Inc for the replacement of the CO2 Tank and accessories.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.283.24: 2025 Water Treatment Plant Chemical Bids

Following discussion, Councilmember Scott Pream introduced Resolution 12.283.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City of Thief River Falls Water Systems Department solicits bids annually for Chemicals used in the Water Treatment Plant to provide budget stability throughout the next twelve months.
WHEREAS, Inflation across the board has significantly increased some bids, but overall bids are slightly lower for 2025.

THEREFORE, BE IT RESOLVED Approve the low Water treatment Plant Chemical Bids for calendar year 2025 as presented.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.284.24: Approval of the MN State Joint Powers Agreement with the MN Internet Crimes Against Children Task Force (ICAC task force).

Following discussion, Councilmember Mike Lorenson introduced Resolution 12.284.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The Thief River Falls Police Department has worked in conjunction with the ICAC Task Force and the Minnesota Bureau of Criminal Apprehension to investigate and prosecute crimes against children and exploitation of children since 2016. This agreement is imperative to keep up the important work of protecting children in our community.

THEREFORE, BE IT RESOLVED To approve the renewal of the Internet Crimes Against Children Task Force Joint Powers Agreement with the ICAC Task force and the Minnesota Bureau of Criminal Apprehension.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.285.24: Approve Retail Market Study

Following discussion, Councilmember Scott Pream introduced Resolution12.285.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, This Retail Market Study will provide a demographic and economic overview of the Thief River Falls retail, restaurant and other service business market. The report is intended to identify business types, opportunities and in some cases specific retailers, restaurants, and service businesses that may be inclined to consider investment in the community. The final report is designed to assist the community and developers in attracting retailers, restaurants and other service businesses to the community. The results of this study will assist in better understanding the current retail and service industry markets and provide focus to the types of businesses and even specific businesses we should focus our recruitment efforts on.

WHEREAS, The Retail Market Study will provide a comprehensive analysis and survey of the retail market conditions in Thief River Falls. A typical Retail Market Study will include the following:

- Executive Summary
- Demographic Profile
- Trade Area & Site Evaluation
- Market forces & Local Views/Needs
- Targeted Retailers, Restaurants & Service Businesses

THEREFORE, BE IT RESOLVED Approve an agreement with GSG Hospitality Group to complete a Retail Market Study; and authorize the City Administrator to execute the agreement.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.286.24: Approval of Single Family Residential Tax Abatements

Following discussion, Councilmember Steve Narverud introduced Resolution 12.286.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The homeowner must submit a copy of their property tax statement and proof of payment. There are two new properties eligible for abatement this year. There are two existing properties in the second year, three in the third year, three in the fourth year, three in the fifth year of the abatement program. This program expired December 31, 2020. Any homes meeting the qualifications with building permits issued prior to December 31, 2020 will be honored. The abatement program was reinstated January 1, 2022 and will terminate December 31, 2026.

THEREFORE, BE IT RESOLVED MOTION TO: Approve Tax Abatement for the following properties.

First Year

- 619 Evergreen Street. Noreen's First Addition West 68' of Lot 14 & Lot 15 less the West 54' Blk-006. Parcel Number 25.06208700 – Richard & Mary Merrill. Total estimated abatement is $804.76.
- 2016 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-019 Block-001. Parcel Number 25.12101910 – Davis Mills. Total estimated abatement is $1061.26.

Second Year

- 2006 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-024 Block-001. Parcel Number 25.12102410 - Haven Kuehn. Total estimated abatement is $1065.73.
- 2014 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-020 Block-001. Parcel Number 25.12102010 - Rebekah & Derek Lion. Total estimated abatement is $945.66.

Third Year

- 828 Alice Drive. First Southeast Addition Lot-015 Block-003. Parcel number 25.03304129 – James Trojanowski. Total estimated abatement is $1230.95.
- 208 Willow Rd. Noreen's First Addition S1/2 of lot 21 & Lot 22 less the SO 12' Blk 4 Parcel number 25.06205200 – Margaret Porter. Total estimated abatement is $865.78.
- 2024 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-015 Block-001 Parcel number 25.12101510 – Shelby Hagen. Total estimated abatement is $892.57.

Fourth Year

- 2028 Nelson Drive. MMCDC’s Greenwood Neighborhood Addition Lot-013 Block-001 Parcel number 25.121.013.10 - Bryce Gillie. Total estimated abatement is $243.58.
- 2004 Nelson Drive. Lot 5, Block 1, MMCDC’S Greenwood Neighborhood Addition Lot-025 Block-001. Parcel number 25.121.025.10 - Lori Alvarado. Total estimated abatement is $631.10.
- 2022 Nelson Drive. MMCDC’s Greenwood Neighborhood Addition Lot-016 Block-001 Parcel number 25.121.016.10 - Shelby Erickson. Total estimated abatement is $3.08.

Fifth Year

- 2013 Greenwood Street East. Lot 3, Block 1, MMCDC’S Greenwood Neighborhood Addition. Parcel number 25.121.003.10 – Tanner Nessen. Total estimated abatement is $69.52.
- 2103 Greenwood Street East. Lot 9, Block 1, MMCDC’S Greenwood Neighborhood Addition. Parcel number 25.121.009.10 – Brandi Dorge. Total estimated abatement is $349.52.
- 2021 Greenwood Street East. Lot 7, Block 1, MMCDC’S Greenwood Neighborhood Addition. Parcel number 25.121.007.10 – Mackenzie Swick. Total estimated abatement is $87.62.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.287.24 : Approval to appoint William Puppe as Public Works Team Lead

Following discussion, Councilmember Scott Pream introduced Resolution 12.287.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Per RCA on 10/1/2024 the position of Public Works Lead Maintenance Worker was approved for opening.

THEREFORE, BE IT RESOLVED Approve the reclassification of William Puppe in the Public Works Team Lead position effective December 18, 2024. Mr. Puppe’s starting wage would be $32.45 per hour. This is Grade 5, Step 3.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.288.24: Approve the Employment of Arne Rantanen as Public Works Maintenance Worker

Following discussion, Councilmember Steve Narverud introduced Resolution 12.288.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Council approved the position opened on November 5, 2024.

THEREFORE, BE IT RESOLVED To approve the employment of Arne Rantanen for the position of Public Works Maintenance. Arne will be placed at Grade 3 Step 3 at a rate of $28.28 effective January 6, 2025. The position is a Teamster Union #320 position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.289.24: Approve the Employment of Jeffrey Schneider as Public Works Maintenance Worker

Following discussion, Councilmember Scott Pream introduced Resolution 12.289.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The Council approved the position opened on November 5, 2024.

THEREFORE, BE IT RESOLVED To approve the employment of Jeffrey Schneider for the position of Public Works Maintenance. Jeffrey will be placed at Grade 3 Step 3 at a rate of $27.19 effective December 18, 2024. The position is a Teamster Union #320 position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.290.24: Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the construction project, 1st St. Lincoln High School multi-use trail connection.

Following discussion, Councilmember Jason Aarestad introduced Resolution 12.290.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City of Thief River Falls has plans to improve pedestrian user facilities along 1st St. between Westview Avenue N. and Arnold Ave. The improvements are expected to start in the year 2028 or 2029. Acting as a sponsoring agency helps reduce initial infrastructure improvement costs.

WHEREAS, This application for alternative funding source is currently earmarked for the year 2028. There may be opportunities for a project to move ahead in the funding schedule if the project is construction ready.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls to act as a sponsoring agency for the project identified as: 1st St. Lincoln High School multi-use trail connection, seeking federal transportation funds, and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED: That City of Thief River Falls Public Works Director, Travis Giffen, is hereby authorized to act as agent on behalf of this sponsoring agency.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.291.24 : Approve Agreement to Maintain Facility- 1st St. Lincoln High School multi-use trail connection

Following discussion, Councilmember Jason Aarestad introduced Resolution 12.291.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA.

WHEREAS, The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: The City of Thief River Falls is the sponsoring Agency for the transportation alternatives project identified as: 1st St. Lincoln High School multi-use trail connection.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls as the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.292.24: 2024 Street and Utilities Improvements – Assessment Roll

Following discussion, Councilmember Steve Narverud introduced Resolution 12.292.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, This project was bid as a result of meetings with department heads, council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Davidson Construction in the amount of $1,267,480.50. The total project cost is $1,323,525.50.

WHEREAS, the City of Thief River Falls assesses benefited property owners for these improvements.

THEREFORE BE IT RESOLVED, adopt assessment roll for the 2024 Street & Utility Improvements. The Amount to be assessed is $542,262.28.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.293.24 : APPROVAL OF CERTIFICATION OF UNPAID GRASS MOWING/WEED TRIMMING/TREE REMOVAL CHARGES TO PROPERTY OWNERS' 2025 PROPERTY TAX

Following discussion, Councilmember Steve Narverud introduced Resolution 12.293.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid charges.

THEREFORE, BE IT RESOLVED to approve grass mowing/weed trimming/tree removal charges remain unpaid to the City of Thief River Falls; and,

GRASS MOWING/WEED TRIMMING

OWNER	ADDRESS	PARCEL	AMOUNT
Gladys Hanson	408 Arnold Ave S	25.005.098.30	$250.13
Michael Larson	1016 Duluth Ave N	25.021.019.20	$189.52
Pilgrimage of TRF LLC	201 Tindolph Ave S	25.012.035.60	$249.89
Wyatt Anderson	608 Atlantic Ave N	25.027.011.00	$43.89
The Bank of New York	142 Willow Rd	25.062.043.00	$164.00
Spring This	227 Markley Ave N	25.006.244.10	$87.78
Trace Hegel	319 Merriam Ave S	25.012.007.40	$43.89
Taylor Netland	940 Main Ave N	25.022.090.00	$27.17
Jessica Weyers	124 Conley Ave S	25.006.274.50	$76.22
Patrick O'Neill	724 Dewey Ave N	25.016.027.70	$26.78
Thomson Reuters	1301 3rd St W	25.053.002.10	$142.14
Lisa Bolton	1111 Arnold Ave N	25.031.010.00	$59.74
Andrew Dally	414 Crocker Ave S	25.012.144.50	$43.26
Brenda Olson	309 4th St W	25.003.166.30	$42.00
Grant Reed	708 Duluth Ave N	25.015.025.40	$42.00

TREE REMOVAL

OWNER	ADDRESS	PARCEL	AMOUNT
Alan Murry	908 Main Ave N	25.017.022.40	$2,500.00
Tyler Pederson	313 4th St W	25.003.179.30	$2,700.00

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.294.24 : Approve Engineering Services

Following discussion, Councilmember Anthony Bolduc introduced Resolution 12.294.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City of Thief River Falls uses an external consultant to provide engineering services for municipal street and utilities improvement projects, state required bridge inspections and municipal state aid processes. The City of Thief River Falls has a long-term successful relationship with Widseth engineering in working together with city staff to complete these tasks.

WHEREAS, Each year the success of the relationship is evaluated, and an appointment made. The Public Works Committee discussed the services provided and determined it be in the City's best interest to reappoint Widseth engineering firm. This is a multi-disciplined firm with expertise in many areas. They have a strong relationship with the MnDOT State Aid office and specialize in municipal projects. There is great value to utilize a firm that has been involved in long term projects that often span several years from inception through completion.

THEREFORE, BE IT RESOLVED Approve the reappointment of Widseth, Inc as the city engineering firm, and Rich Clauson as the Engineer of Record.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.295.24: Approve the Artificial Intelligence Policy For the City of Thief River Falls

Following discussion, Councilmember Mike Lorenson introduced Resolution 12.295.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls recognizes the emergence of Artificial Intelligence (AI) in our everyday lives and its value. I recommend that the Council for the City of Thief River Falls approve the Artificial Intelligence Policy for all City users to establish guidelines for the responsible and ethical use of Artificial Intelligence (AI) Technologies within the City to enhance public services and ensure AI is being used securely and responsibly for sensitive* data.

*Sensitive data is any information that could cause harm, legal issues, or reputational damage. It could pertain to names, phone numbers, addresses, social security numbers, financial information, or confidential business operations.

WHEREAS, At this time the industry has data privacy and data concerns with this large, rapidly growing technology.

THEREFORE, BE IT RESOLVED Approve the Artificial Intelligence Policy for the City of Thief River Falls and authorize the City Administrator to execute the policy.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.296.24 : Approve Scanner PC purchase

Following discussion, Councilmember Jason Aarestad introduced Resolution 12.296.24, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, The existing computer for our large format scanner is 5 ½ years old, has a failed hard drive, and is presently inoperable.

WHEREAS,

- This Computer is used for our large plotter scanner.
- It is used for large projects such as maps and blueprints.
- Without a computer we are unable to utilize the scanner.
- Used by Public Works, Water and Electric

THEREFORE, BE IT RESOLVED approve the City of Thief River Falls to purchase a computer and installation from Marco Technologies for our large plotter scanner.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.297.24: Approve the Additional Sanitation bag levels

Following discussion, Councilmember Mike Lorenson introduced Resolution 12.297.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Utility Billing office has seen multiple customers running out of the maximum number of garbage bags offered, and then having to purchase additional garbage bags. By adding additional garbage bag levels, the customers can increase their garbage bag level, so they won't have to purchase additional or as many bags.

THEREFORE, BE IT RESOLVED Accept a Utility Committee recommendation to approve the addition of two levels of Sanitation bags. The levels will be 350 bags for $58/mo and 400 bags for $63/mo for 2025.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.298.24: Approve re-appointment of John Syvertson to the Housing & Redevelopment Authority Board

Following discussion, Councilmember Mike Lorenson introduced Resolution12.298.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, John Syvertson's term will expire January 31, 2025 and he has requested to be re-appointed. Administrative Committee is in favor of his re-appointment.

THEREFORE, BE IT RESOLVED Approve the re-appointment of John Syvertson to the Housing & Redevelopment Authority Board (HRA) with a term date starting January 31,2025 and expiring January 31, 2028.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 12.299.24 : Approve re-appointment of Merle Lorenson, LeeAnn Nelson and Rick Reierson to the Planning Commissions Board</u>

Following discussion, Councilmember Anthony Bolduc introduced Resolution 12.299.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Their respective term will expire January 31, 2025, and each have requested to be re-appointed for another three-year term.

THEREFORE, BE IT RESOLVED Approve the re-appointment of Merle Lorenson, LeeAnn Nelson and Rick Reierson to the Planning Commissions Board with a term date starting January 31, 2025 and expiring January 31, 2028.

On vote being taken, the resolution was passed. Lorenson abstained.

<u>RESOLUTION NO. 12.300.24: Approval to Designate the Ralph Engelstad Arena as The City of Thief River Falls Polling Place for All Precincts for 2025 Elections</u>

Following discussion, Councilmember Anthony Bolduc introduced Resolution 12.300.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Minnesota Election Law section 204B.16 requires the city council of every municipality to designate a place for holding an election for each precinct every year before December 5, 2024. The designated polling place remains the polling place for these precincts throughout the calendar year unless: Polling place becomes unavailable or an emergency occurs after the deadline to designate a polling place but before the polls close on election day.

THEREFORE, BE IT RESOLVED By the City Council, to designate the Ralph Engelstad Arena, 525 Brooks Avenue North, Thief River Falls as the City of Thief River Falls designated polling place for all precincts within the City limits for 2025 Elections.

On vote being taken, the resolution was unanimously passed.

<u>**COUNCIL BOARDS AND COMMISSIONS REPORTS**</u>

Mike Lorenson noted anticipated postage cost increase in 2025 and reminded residents to sign up for paperless billing.

Brian Holmer noted the Holiday Train (12/15/24) had a great turnout with over 1000 people in attendance.

UPCOMING MEETINGS

- City Council Meeting - January 7th at 5:30 p.m.
- Special Meeting: Ward 3 Candidate Interviews - January 9th at 5:30 pm
- Public Utilities Committee - January 13th at 7:00 a.m.
- Public Safety/Liquor Committee - January 13th at 4:30 p.m.
- Administrative Services Committee - January 14th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - January 15th at 4:30 p.m.
- City Council Meeting - January 21st at 5:30 p.m.

INFORMATIONAL ITEMS

- Brian Holmer addressed the council and thanked them for the last 10 years. He noted changes to finances and increased bond ratings as a few of the many accomplishments over the last 10 years.

  Holmer requested that Travis look into handicapped accessibility at the dam. It has been an on-going request from citizens and he stressed the importance of accessibility points to cross the river.

- November 2024 Investment Summary

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream being seconded by Councilmember Anthony Bolduc to adjourn at 6:16 pm. On vote being taken, the Chair declared the motion unanimously carried.

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Brian D. Holmer, Mayor

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Angela Philipp, City Administrator