COUNCIL PROCEEDINGS

Tuesday, January 7, 2025

OFFICIAL OATH OF OFFICE
Mike Lorenson was sworn in as Mayor; Jason Aarestad was sworn in as Council Member At-Large; Michele McCraw was sworn in as Ward 4 Council Member; and Julie Bolduc was sworn in as Ward 2 Council Member.

CALL TO ORDER
This meeting is officially called to order at 5:30 pm on January 7, 2025. This meeting is being presided over by Council Member Steve Narverud until Mayor Mike Lorenson was sworn in.

PLEDGE OF ALLEGIANCE

ROLL CALL
The following Councilmembers were present: Lorenson, McCraw, Arlt, Narverud, Pream, Bolduc and Aarestad. Mayor Lorenson chaired the meeting after being sworn in.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

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. : Approval of December 17, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced RESOLUTION, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the December 17, 20-24 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : 12/31/24 Year-End-Payables

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced RESOLUTION, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council to authorize payment of year-end-payables in the amount of $441,247.50. A printout of the approved payments and disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced RESOLUTION, 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 $4,425,005.96 and per diems in the amount of $6,368.00. A printout of the approved bills, disbursements and per diems are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.3.24: Approval of "Schedule of Council Member Meetings" Authorized to Charge a Per Diem

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced RESOLUTION, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED by the City Council, to approve the following “Schedule of Council Member Meetings” list as meetings authorized to charge a per diem of attending on behalf of the City of Thief River Falls:

Schedule of Council Member Meetings

Administrative Services Committee
Airport Zoning Board
Airport Authority Commission
Budget/Finance Ad Hoc Committee
Building Workgroup
Coalition of Greater Minnesota Cities
Employee Safety Committee
Community Development Advisory Board
Community Education Advisory Board
Convention and Visitors Bureau Board
Jobs, Inc.
Joint City/County Meeting
Joint City/School District Meeting
League of Minnesota Cities
Legislative Lobbying Meetings
Long Range Planning/Annexation Ad Hoc Committee
MEC Joint Powers Board
Northwest Regional Development Commission
Northwest Regional Library Board
Pennington County Historical Society
Pennington County Solid Waste Committee

Personnel/Labor Ad Hoc Committee
Planning Commission
Public Safety/Liquor Committee
Public Utilities Committee
Public Works Committee
Red Lake River Corridor Joint Board
Red River Basin Joint Powers Board
Strategic Planning Workgroup
TRF Area Community Fund Advisory Committee
TRF Chamber of Commerce
TRF Day at the Capitol
TRF Library Board
Tri-Cities Joint Meeting

Also, any of Committees that are established by the City Council or appointments made or meetings attended while representing the City of Thief River Falls.

Per diem shall be paid retroactively upon submission of documentation approved by City Administrator.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. : Approval of Appointment of Councilmember Steve Narverud as Acting Mayor in Absence of Mayor Lorenson for Calendar Year 2025

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

THEREFORE, BE IT RESOLVED By the City Council, to appoint Councilmember Steve Narverud as the Acting Mayor in the absence of Mayor Lorenson for calendar year 2025.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.4.24: Approval to Designate the Times Newspaper as the Official Newspaper

Following discussion, Councilmember Michele McCraw introduced Resolution, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED By the City Council, to designate The Times as the official newspaper of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approval of Official Depositories for City Funds

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

THEREFORE, BE IT RESOLVED By the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2025:

Minnesota Municipal Money Market Fund c/o PMA Financial Network, Inc. 2135 City Gate Lane 7th Floor Naperville, IL 60563	Wells Fargo Bank West, NA 208 Main Avenue North Thief River Falls, MN 56701
Wells Fargo Advisors LLC 222 West Superior Street Duluth, MN 55802	Northern State Bank 201 Third Street East Thief River Falls, MN 56701
RBC Capital Markets LLC 60 South Sixth Street Minneapolis, MN 55402	Piper Jaffray 800 Nicollet Mall, Suite 800 Minneapolis, MN 55402-7020
Border State Bank 1528 Highway 59 South Thief River Falls, MN 56701	

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. : Approval of Northern State Bank Collateral in Excess of FDIC Insurance for 2025</u>

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

THEREFORE, BE IT RESOLVED By the City Council, to approve an agreement with Northern State Bank for collateral in excess of the FDIC Insurance of $250,000 per account for 2025.

BE IT FURTHER RESOLVED, to authorize the City Administrator to execute any and all documents necessary relating to this agreement.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. : Reaffirming City's Decision not to Waive the Monetary Limit of Municipal Tort Liability Established by MN Statute</u>

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

WHEREAS, Because the City of Thief River Falls obtains its liability coverage from the League of Minnesota Cities Insurance Trust, the City must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

THEREFORE, BE IT RESOLVED by the City Council to reaffirm and inform the League of Minnesota Cities Insurance Trust that the City of Thief River Falls does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 and authorizes the City Administrator to execute any and all documents relating to the action.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approval of City Council Committee Assignments for Calendar Year 2025

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

THEREFORE, BE IT RESOLVED By the City Council, to appoint the following City Council Committees and Committee Members for calendar year 2025:

Functional Standing Committees

Utilities	**Public Works**
Ward 3 Canidate	Narverud
Lorenson	Pream
McCraw	Lorenson
Pream	Bolduc

Public Safety/Liquor	**Administrative Services**
Narverud	McCraw
Aarestad	Ward 3 Candidate
Arlt	Arlt
Bolduc	Aarestad

Crosscutting Ad Hoc Committees

Budget/Finance (ad hoc)	**Long Range Planning/Annexation (ad hoc)**
Steve Narverud	Mike Lorenson
Mike Lorenson	Michele McCraw
Michele McCraw	Steve Narverud

Personnel/Labor (ad hoc)	**Strategic Planning Workgroup**
Steve Narverud	Michele McCraw
Mike Lorenson	Julie Bolduc
Jason Aarestad	Angela Philipp

Building Workgroup
Jason Aarestad
Steve Narverud
Mike Lorenson

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approval to Purchase 2025 Wildland Skid Unit

Following discussion, Councilmember Jason Aarestad introduced Resolution, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The Fire Department is updating aging wildland firefighting equipment at an approximate cost of $85,000 - $90,000. The volunteer firefighters have committed $40,000, the Rural Fire Association has committed $20,000, and the city has committed up to $30,000 from the Public Safety Aid money.

WHEREAS, The Rural Fire Association has agreed to purchase the skid unit.

THEREFORE, BE IT RESOLVED Approve the purchase of a 2025 CET Manufacturing Wildland Skid Unit for $16,350.00

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approve 2025 mileage reimbursement and meal reimbursement

Following discussion, Councilmember Michele McCraw introduced Resolution, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The 2024 Government Services Administration meals reimbursement schedule for reimbursement for travel outside of Pennington County is meals would be reimbursed at $22.00 for Breakfast, $23.00 for lunch and $36.00 for dinner. No reimbursement on alcohol or tips. The City of Thief River Falls has in the past followed the federal reimbursement rate for mileage and in 2025 is .70 cents per mile.

THEREFORE, BE IT RESOLVED To adopt the Northern Minnesota (Duluth) meal reimbursement schedule and the 2025 federal mileage rate as on file in the City Administrator's Office.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approve City Hall remodel change order request #2

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

THEREFORE, BE IT RESOLVED To approve the City Hall remodel change order request #2. The proposal is for the purchase and installation of new ceiling tiles in the utility billing and IT area. Total cost $1,725.00 from Schmitz Builders, Inc.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approve the Citizen Portal Services Agreement with Nuvei credit card processing for Utility Billing, Public Works and Police

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

WHEREAS, The City of Thief River Falls has seen a significant increase in the cost associated with credit card and debit card usage. The city looked at adding a transaction fee, but had opted to switch processing companies. Implementation will take 3 to 4 months with an anticipated go live in April of 2025.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls to implement a new citizen portal for the Nuvei credit card processing for the Departments of Utility Billing, Public Works and Police. The credit card processing fee for customers will be 3.5% per transaction on credit/debit cards and a $1.00 fee for eCheck through the new portal or website. Approval will be contingent upon counsel review.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

RESOLUTION NO. : Special Adjourned Meeting - Ward 3 Candidate Interviews 5:30 pm January 9, 2025 in Council Chambers

RESOLUTION NO. : Public Utilities Committee - January 13 at 7:00 am.

RESOLUTION NO. : Public Safety/Liquor Committee - January 13 at 4:30 pm.

RESOLUTION NO. : Administrative Services Committee - January 14th at 4:30 Room 201 City Hall

RESOLUTION NO. : Public Works Committee - January 15 at 4:30 pm.

RESOLUTION NO. : City Council Meeting - January 21st at 5:30 pm.

INFORMATIONAL ITEMS

Mayor Lorenson reminded Councilmembers they will be receiving new meeting invites from Deputy City Clerk Jennifer as she updates for new members.

Mayor Lorenson noted he will be hosting "Meet the Mayor" events in an effort to engage with community members. His first meet and greet will be on Saturday, January 11 at the 517 Diner from 1-4pm.

Mayor Lorenson noted TRF Radio has asked him to appear for a monthly radio session (every 3rd Thursday). He requested consent from the Council to attend and asked for assistance from Councilmembers and department heads.

ADJOURNMENT

There being no further discussion, Councilmember Pream being seconded by Councilmember Narverud to adjourn at 5:48 pm to a special Adjourned Meeting on January 9, 2025 at 5:30 in Council Chambers. On vote being taken, the Chair declared the motion unanimously carried.

___________________________ Mike Lorenson, Mayor

Attest: Angela Philipp, City Administrator ______________________________