

COUNCIL PROCEEDINGS

Tuesday, September 21, 2021

CALL TO ORDER

This meeting is officially called to order at 05:30 p.m. on September 21, 2021. This meeting is being presided over by Mayor Brian Holmer.

ROLL CALL

The following Councilmembers were present: Holmer, Aarestad, McCraw, Bolduc, Narverud and Howe. Absent were Prudhomme and Lorensen. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

SBCD Presentation - Christine Anderson

Christine Anderson explained that the SBCD is designed to deliver up-to-date counseling, training and technical assistance in all aspects of small business management. Christine also reviewed her 2020 and 2021 businesses she supported for Pennington County along with her work plan for the coming year.

APPROVE AGENDA

Councilmember Steve Narverud motioned, being seconded by Councilmember Michele McCraw, to approve the agenda.

On vote being taken, the agenda with additions was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 09.215.21: Approval of September 7, 2021 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 09-215-21, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED, by the City Council, to approve September 7, 2021 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.204.21: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 09-204-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$751,991.65 and council per diem in the amount of \$195.00. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

RESOLUTION NO. 09.205.21: Progression Raise for Ian Lund, Apprentice Lineworker

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 09-205-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Ian Lund has progressed through the salary schedule. Mr. Lund has completed Unit 3 Training and is eligible for Step 7 progression.

THEREFORE, BE IT RESOLVED To accept the Public Utilities Committee recommendation and grant Ian Lund, Apprentice Lineworker, a progression raise. Mr. Lund shall progress to Step 7 of 8 of the Grade Level 6/Pay Range 8 Apprentice Lineworker salary schedule, for a new hourly salary of \$32.38 effective October 1, 2021.

RESOLUTION NO. 09.206.21: Approval of Employment of Norman Betland as GIS/Mapping Technician

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 09-206-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City Council authorized filling the position, created by the resignation of Nathan Koland. No Teamster members applied for the position and it was advertised and filled by the public process.

THEREFORE, BE IT RESOLVED Approve the employment of Norman Betland as a GIS/Mapping Technician in the Public Works Department. Mr. Betland shall be placed at Step 1 of the Grade Level 6 GIS/Mapping Technician salary schedule (\$19.63 per hour), effective October 4, 2021 pending successful completion of all pre-employment backgrounds and testing.

NEW BUSINESS

RESOLUTION NO. 09.207.21: Approval of Certification of Unpaid Sidewalk Snow Removal Charges to Property Owners' 2022 Property Tax

Following discussion, Councilmember Steve Narverud introduced Resolution No. 09-207-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Sidewalk snow removal charges remain unpaid to the City of Thief River Falls; and,

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 sidewalk snow removal charges.

THEREFORE, BE IT RESOLVED To certify the following unpaid snow plow charges from the 2021 season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2022:

ADDRESS	PARCEL	AMOUNT
116 4th St W	25.003.222.80	81.00
618 Duluth Ave N	25.015.060.90	81.00
516 Kendall Ave S	25.012.176.40	81.00

313 Riverside Ave S	25.005.064.00	80.00
201 Tindolph Ave N	25.012.035.60	80.00
1010 Main Ave N	25.022.069.00	80.00
422 Horace Ave N	25.003.114.80	40.00
424 Duluth Ave N	25.003.159.20	40.00
412 Duluth Ave N	25.014.016.30	40.00
936 Arnold Ave N	25.021.037.40	40.00
509 St. Paul Ave S	25.012.203.70	40.00
204 Conley Ave S	25.012.090.90	40.00
203 Kendall Ave S	25.012.051.70	40.00
248 Tindolph Ave N	25.006.202.80	40.00
503 Knight Ave N	25.003.057.10	40.00
523 Knight Ave N	25.003.063.10	40.00
608 Knight Ave N	25.003.024.50	40.00
803 Knight Ave N	25.017.097.10	40.00
705 Knight Ave N	25.015.023.40	40.00
1016 Duluth Ave N	25.021.019.20	40.00
1018 Duluth Ave N	25.021.020.20	40.00
301 Tindolph Ave N	25.021.020.20	40.00
501 Horace Ave N	25.003.087.40	40.00
241 Markley Ave N	25.006.241.10	39.00

RESOLUTION NO. 09.208.21: Aaron Arlt – Conditional Use Permit Request

Following discussion, Councilmember Steve Narverud introduced Resolution No. 09-208-21, being seconded by Councilmember Jason Aarestad, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Aaron Arlt has purchased Lots 10, 11 and 12, Block 6, Riverside Addition to Thief River Falls for the purpose of constructing a car wash and laundromat. This property is located at 724 Davis Avenue North and is currently zoned General Business District (C-2). This is an allowable use in this zoning district with a conditional use permit.

WHEREAS, The city recently added "Car and Truck Wash Business" as a conditional use in General Business District (C-2), and Central Business District (C-3) to allow input from the Water Systems Superintendent. This type of business generally does not qualify as a significant user that would require wastewater monitoring and or treatment by the Minnesota Pollution Control Agency (MPCA). The requirement of a conditional use permit will allow the city the ability to place conditions regarding wastewater discharge on a case-by-case basis.

THEREFORE, BE IT RESOLVED Approve a Conditional Use Permit for Aaron Arlt Car Wash with the following conditions:

- Install 6 feet high sight obscuring fence along east side of property from SE corner of building to south property line, minimum 5 feet from alley right-of-way.

- Remove and replace curb and driveway apron on Eighth Street with curb and sidewalk through MnDOT permit.
- Subject to final review of ingress/egress location on Davis Avenue.

RESOLUTION NO. 09.209.21: Kuepers Inc. – Conditional Use Permit Request

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 09-209-21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City of Thief River Falls has a zoning code to regulate land use by segregating incompatible land uses, including residential, commercial, and industrial. Within these three main types of districts there generally will be additional restrictions that include specific requirements as to the type of buildings that are allowed, restrictions on accessory buildings, building setbacks from the streets and other boundaries, and size and height of buildings. In addition, there are sign regulations specific to each zoning district.

WHEREAS, Kuepers, Inc. is installing identification signs at 1411 and 1611 First Street West for First Street Apartments of Thief River Falls, LLC. They have applied for a conditional use permit to allow an illuminated sign. The conditional use permit requirement allows a review to assure there are no negative impacts to adjacent properties from the illuminated sign.

THEREFORE, BE IT RESOLVED Approve a Conditional Use Permit for Kuepers Inc. for illuminated signs at First Street Apartments of Thief River Falls, LLC.

RESOLUTION NO. 09.210.21: Resolution declaring cost to be assessed and ordering preparation of assessment roll for the 2021 Street & Utilities Improvements Project.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 09-210-21, being seconded by Councilmember Jason Aarestad, that:

On vote being taken, the resolution was unanimously passed.

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 \$784,427.45 This project includes the following items of work:

1. Oakland Park Road Realignment- S.P. 5703-51
2. Safe routes to school S.A.P. 170-591-002 Franklin School Trail
3. Safe routes to school S.A.P. 170-591-002 Gulf Street Trail
4. Oakland Park Trail- City Project, new trail construction
5. Robson Court- city project, water and sewer service installation, new road construction
6. Pennington County fairgrounds- city project, misc. aggregate leveling and bituminous paving
7. Airport Entrance Road- City project, misc. bituminous paving repair

WHEREAS, The City of Thief River Falls assesses benefitted property owners for these improvements.

THEREFORE, BE IT RESOLVED Declare the cost to be assessed for the 2021 Street & Utilities Improvements Project and order the preparation of the assessment roll. The estimated amount to be assessed is approximately \$220,463.94.

RESOLUTION NO. 09.211.21: Resolution establishing a public hearing with regard to proposed assessments on the 2021 Street & Utilities Improvements Project.

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 09-211-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Pursuant to Resolution No. 9-210-21, the City Administrator and Community Services Director were directed to prepare the proposed assessments of the 2021 Street and Utilities Improvements Project; and

WHEREAS, The City of Thief River Falls assesses benefitted property owners for these improvements.

THEREFORE, BE IT RESOLVED By the City Council of Thief River Falls, that:

1. A hearing shall be held on the 19th day of October, 2021 in the Council Chambers of City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment; and
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and the City Administrator shall state in the notice the total cost of the improvement, The City Administrator shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing; and
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the Pennington County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The property owner may at any time thereafter, pay to the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.

RESOLUTION NO. 09.212.21: Approval of proposed 2022 tax levy.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 09-212-21, being seconded by Councilmember Curt Howe, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, That the Truth-n-Taxation public meeting will be held on December 7, 2021 at 6:00

p.m. to discuss the 2022 budget & levy. Final budget and levy will be adopted at the December 21, 2021 council meeting.

THEREFORE, BE IT RESOLVED By the City Council of Thief River Falls, County of Pennington, Minnesota, that the following sums of money be levied for the current year, collectible in 2022, upon taxable property in the City of Thief River Falls, for a total proposed levy of \$3,008.105. This represents \$212,257 or approximately 7.59% increase over last year's levy.

It should be noted that with the proposed tax capacity increase for 2022, a 7.59% tax levy increase results in a 0.862% tax capacity rate change.

RESOLUTION NO. 09.213.21: Approval of preliminary 2022 budget summary.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 09-213-21, being seconded by Councilmember Curt Howe, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to adopt the City of Thief River Falls Preliminary 2022 Budget. A summary of the 2022 revenue and expenditures is as follows:

	2022 REVENUE	2022 EXPENSE	FUND BALANCE RESERVES + OR -
General Fund	\$ 9,333,582.00	9,386,582.00	(53,000.00)
Liquor Dispensary	\$ 4,921,350.00	5,254,659.00	(333,309.00)
Electric Utility Fund	\$ 16,565,000.00	16,585,910.00	(20,910.00)
Storm Water Utility Fund	\$ 317,000.00	317,000.00	-
Water Utility Fund	\$ 3,042,342.00	2,753,631.00	288,711.00
Wastewater Utility Fund	\$ 1,322,150.00	924,486.00	397,664.00
Police Relief Pension Fund	\$ 10,610.00	13,871.00	(3,261.00)
Debt Service Fund	1,238,649.00	1,234,836.00	3,813.00
TOTALS	36,750,683	36,470,975	279,708

RESOLUTION NO. 09.214.21: Discussion and Approval of Strategic Plan Proposal.

Council agreed to proceed with a work group consisting of Councilmembers Jason Aarestad, Anthony Bolduc, and Mayor Holmer to conduct interviews with G Cariveau & Associates, DRI Consulting and KLJ.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

1. City Council Meeting - October 5th at 5:30 p.m.
2. Utilities Committee - October 11th at 7:00 a.m.
3. Public Safety/Liquor Committee - October 11th at 4:30 p.m.
4. Administrative Services Committee - October 12th at 4:30 p.m. *Room 201 City Hall*

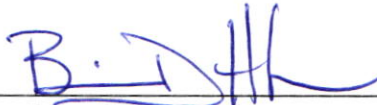
5. Public Works Committee - October 13th at 4:30 p.m.
6. City Council Meeting - October 19th at 5:30 p.m.

INFORMATIONAL ITEMS

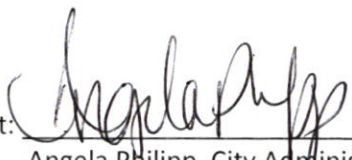
Investment Schedule Dated 09/21/2021.

ADJOURNMENT

There being no further discussion, Councilmember Curt Howe moved, being seconded by Councilmember Anthony Bolduc to adjourn at 6:09 p.m. On vote being taken, the Chair declared the motion unanimously carried.



Brian D. Holmer, Mayor

Attest: 

Angela Philipp, City Administrator