

COUNCIL PROCEEDINGS

Tuesday, October 19, 2021

CALL TO ORDER

This meeting is officially called to order at 05:30 PM on October 19, 2021. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

VISIT THIEF RIVER FALLS BUDGET PRESENTATION - LAURA STENGRIM

- Visit Thief River 2021 budget presentation – Laura Stengrim and Melissa Benoit

APPROVE AGENDA

Councilmember Curt Howe motioned, being seconded by Councilmember Jason Aarestad, to approve the agenda.

CONSENT AGENDA

RESOLUTION NO. 10.221.21: APPROVAL OF OCTOBER 5, 2021 COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 10.221.21, being seconded by Councilmember Jason Aarestad, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to approve October 19, 2021 Council Proceedings.

RESOLUTION NO. 10.222.21: CITY OF THIEF RIVER FALLS BILLS AND DISBURSEMENTS AND COUNCIL PER DIEMS

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 10.222.21, being seconded by Councilmember Mike Lorensen, 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 \$776,178.74 and council per diem in the amount of \$390.00. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

RESOLUTION NO. 10.223.21: APPROVE PROGRESSION RAISE FOR JARRIN GUNDERSON, PATROL OFFICER

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 10.223.21, being seconded by Councilmember Mike Lorensen, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Officer Gunderson has successfully completed his one-year probationary period as per union contract and is eligible to progress to Step 2.

THEREFORE, BE IT RESOLVED Accept the Public Safety Committee recommendation to grant Jarrin Gunderson, Patrol Officer, a progression raise. Officer Gunderson shall progress to Step 2 of the LELS Patrol Officer salary schedule for a new salary of \$26.98 per hour, effective October 21, 2021.

RESOLUTION NO. 10.224.21: APPROVAL OF PROGRESSION RAISE FOR MARAH FROILAND, PART-TIME OFF-SALE CLERK

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 10.224.21, being seconded by Councilmember Mike Lorenson, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Ms. Froiland has completed 6,240 hours of part-time employment at which time is eligible for progression to Step 5.

THEREFORE, BE IT RESOLVED To grant Marah Froiland, part-time Off-Sale Clerk, a progression raise to Step 5 of the Off-Sale Clerk salary schedule. Ms. Froiland's new hourly wage shall be \$25.70 per hour, effective upon her completion of 6,240 hours of employment.

RESOLUTION NO. 10.225.21: APPROVAL OF PROGRESSION RAISE FOR SCOTT FOGARTY, PART-TIME OFF-SALE CLERK

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 10.225.21, being seconded by Councilmember Mike Lorenson, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Mr. Fogarty was hired by the City Council on August 8, 2018 as a part-time Off-Sale Clerk at Step 2. Mr. Fogarty has successfully completed Step 2 and 3 and 4 requirements and is now eligible for a progression to Step 5 of the Off-Sale Clerk salary schedule.

THEREFORE, BE IT RESOLVED To grant Scott Fogarty, part-time Off-Sale Clerk, a progression raise to Step 5 of the Off-Sale Clerk salary schedule, effective upon his completion of 5,200 working hours. Mr. Fogarty's new salary shall be \$25.70 per hour.

NEW BUSINESS

RESOLUTION NO. 10.226.21: APPROVAL OF VISIT THIEF RIVER FALLS 2022 BUDGET

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 10.226.21, being seconded by Councilmember Steve Narverud, that:

WHEREAS, the Visit Thief River Falls provides the marketing of the City through a portion of the lodging tax proceeds collected by the City;

WHEREAS, the contract that their budget shall be approved by the City Council each year for the succeeding year.

THEREFORE, BE IT RESOLVED, by the City Council, to approve the Visit Thief River Falls 2022 budget, as was presented.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.227.21: BRIAN ANDERSON FARM LEASE AGREEMENT

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 10.227.21, being seconded by Councilmember Steve Narverud, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City of Thief River Falls purchased property in Rocksbury township for the relocation of the Lime Sludge Ponds. The Water Systems utilizes approximately 15 acres for the ponds and also utilizes

approximately 63.59 acres of tillable acres for land application of the Lime Sludge.

WHEREAS, The Water Systems Department operates the Lime Sludge Ponds as a byproduct of the Water Treatment Plant. At least every three years or as needed, the ponds need to be cleaned and the sludge is land applied according to the Minnesota Department of Agriculture permit the City maintains. The Lessee leaves the crop residue for a base on which to distribute the Lime Sludge.

THEREFORE, BE IT RESOLVED Approve a five year lease for with Brian Anderson for the 63.59 acres of tillable land surrounding the Lime Sludge Ponds in the amount of \$40.00/acre per year or \$12,718.00 over the five year period.

RESOLUTION NO. 10.228.21: APPROVAL OF STRATEGIC PLAN PROPOSAL FOR G CARIVEAU & ASSOCIATES

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 10.228.21, being seconded by Councilmember Curt Howe, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, A RFP for Strategic Planning Services was prepared and approved in July of 2021. Proposals were accepted through September 3, 2021. A workgroup was created to review the proposals and discussed through the Committees. The workgroup then narrowed the selection to three proposals. The three proposals were then part of an additional interview with the workgroup. After discussion at the Administrative Services committee, the recommendation was made to go forward with gCariveau and Associates. The Strategic Plan would be completed in 2022.

WHEREAS, The cost of the base plan is \$23,750 that will be spread over 2021-2023. The City will have options to choose from to complete the environmental scanning services that will be an additional amount to the base.

THEREFORE, BE IT RESOLVED To accept the proposal from gCariveau and Associates for Strategic Planning services for the City of Thief River Falls.

RESOLUTION NO. 10.229.21: APPROVE 2021/2022 TZD GRANT TO THE THIEF RIVER FALLS POLICE DEPARTMENT TO SHARE WITH THE PENNINGTON COUNTY SHERIFF'S OFFICE. THIS WILL INCLUDE A 50% EQUIPMENT MATCH OF \$1,500.00 FOR A NEW RADAR.

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 10.229.21, being seconded by Councilmember Jason Aarestad, that:

On vote being taken, the resolution was unanimously passed.

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 \$12,150.00 to the Thief River Falls Police Department and the Pennington County Sheriff's office. These funds will be split equally between both 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, 2021 and will end September 30th, 2022. Officer Tureson will handle scheduling and other tasks related to this program.

During the annual radar inspection this year, two squad radars are needed to be sent in for repair as they would not pass inspection next year. We also plan on adding a new vehicle to the fleet and would be nice to have a new radar placed in the new squad. Part of this grant did include a match from TZD of \$1,500.00 and the Police Department would match it to purchase a new radar for \$3,000.00. Research on the cost was done for a new radar and it was approximately \$3,000.00.

WHEREAS, Council approval is required before the funds can be used towards this enforcement and for the 50% equipment match from the Police Department for a new radar. A resolution will also be attached that is required to be signed.

THEREFORE, BE IT RESOLVED To approve 2021/2022 TZD Grant to the Thief River Falls Police Department to share with the Pennington County Sheriff's office. This will include a 50% equipment match of \$1,500.00 for a new radar.

RESOLUTION NO. 10.230.21: RESOLUTION TO CALL FOR PUBLIC HEARING FOR 2021 SAFE ROUTES TO SCHOOL TRAIL – BELLEVILLE COURT CONNECTION

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 10.230.21, being seconded by Councilmember Jason Aarestad, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City of Thief River Falls has been working on multi-year initiatives to improve pedestrian safety access to Franklin Middle School. Pedestrian access is very limited to large residential neighborhoods to the east and southeast of the middle school that requires pedestrians to walk on Edgewood Drive to Spruce Avenue with no pedestrian facilities or walk-through private property on lawns to get to the school. Winter access from the east is very limited.

In early 2019 the city was awarded a Safe Routes to School (SRTS) grant to construct a 10 feet wide multi-use trail in the former County Ditch 1 easement from Greenwood Street to Edgewood Drive, with a connection to Belleville Court, and from Edgewood Drive through a pedestrian easement to the east side of Franklin Middle School. A second trail would be constructed from Edgewood Drive to Spruce Avenue along the south side of Gulf Street. This project was developed with full cooperation and support from ISD 564.

This project was programmed for construction in 2020 but received high bids that were rejected. The project was re-bid and awarded in 2021. Public Hearings were held both years with notification mailed to all affected property owners.

WHEREAS, At the start of construction in late September of 2021 the two property owners adjacent to the Belleville Court trail connection objected to the trail. Construction was suspended on that portion of the project and the property owners were given the opportunity to attend a Public Works Committee meeting on October 13th to voice their opinions. The Public Works Committee is recommending the City Council call for a public hearing for all residents on Belleville Court. The public hearing is scheduled for December 7th at 5:30 P.M. in the City Council Chambers. All Belleville Court residents will be mailed a notice of hearing, giving them an opportunity to attend and voice their opinion for or against the project. A hearing notice will also be published in the Times.

THEREFORE, BE IT RESOLVED Call for public hearing for 2021 Safe Routes to School Trail – Belleville Court Connection.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Steve Narverud mentioned city sanitation will pick up bags and items with stickers. They will not pick up bins. Leaf Vac - please give city workers space to pick up leaves. Park out of the way until the end of October.
- Councilmember Jason Aarestad also mentioned city workers will pick up cardboard if it is broken down.
- Mayor Holmer mentioned the Budget Committee needs to meet before November 6th.

UPCOMING MEETINGS

1. CITY COUNCIL MEETING - NOVEMBER 2ND AT 5:30 P.M. (*Has to be done by 6:00 p.m. due to School Election*)
2. UTILITIES COMMITTEE - NOVEMBER 8TH AT 7:00 A.M.
3. PUBLIC SAFETY/LIQUOR COMMITTEE - NOVEMBER 8TH AT 4:30 P.M.
4. ADMINISTRATIVE SERVICES COMMITTEE - NOVEMBER 9TH AT 4:30 P.M. (*Room 201 City Hall*)
5. PUBLIC WORKS COMMITTEE - NOVEMBER 10TH AT 4:30 P.M.

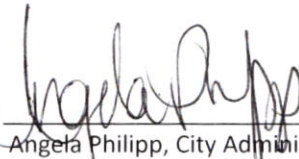
INFORMATIONAL ITEMS

INVESTMENT SUMMARY 9/2021

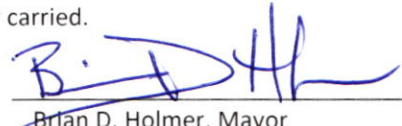
ADJOURNMENT

There being no further discussion, Councilmember Michele McCraw moved, being seconded by Councilmember Mike Lorensen to adjourn at 6:07 p.m. to the 2020 Street & Utilities Assessment Hearing at 7:00 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Attest:



Angela Philipp, City Administrator



Brian D. Holmer, Mayor